



Employment Qualifications:ADMFA/O  
Effective Date: August 2025  
Revision Date: September 2025

Church Operations Policy Section: Job Descriptions  
Policy: Church Employment  
Employee Classification: Exempt

## **POSITION: ASSOCIATE DIRECTOR OF MUSIC AND FINE ARTS/PRINCIPAL ORGANIST**

Policy Statement: It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God's kingdom through the church. This job description is intentionally goal centered and presents general qualifications as well as specific objectives for a successful and productive employment relationship with church staff, the congregation, and the local community.

### The qualified candidate:

1. Acknowledges Jesus Christ as his/her personal Lord and Savior.
2. Depends fully upon the Lord's guidance and the power of the Holy Spirit for strength in his/her daily walk.
3. Senses God's purpose in his/her life and feels called by the Lord to serve His church.
4. Is aware that his/her attitude, commitment, and performance is witnessed or heard about by countless persons, directly or indirectly, making it critically imperative that Christ's church be reflected in all he/she does.
5. Holds a degree in music, preferably with an emphasis in organ, and has three to five years of worship service playing experience.
6. Exhibits a high level of keyboard technique and service playing ability, in association with excellent sight-reading skills and an ongoing desire for practice and repertoire expansion. Demonstrates fluency in harmonization, transposition, theory and analysis.
7. Is skilled in the general aspects of church program planning, development, and management related to his/her employment position. Values and demonstrates an understanding of Reformed Worship.
8. Is willing to accept responsibility and accountability for outlined work goals and anticipated results, as designated and updated by senior staff church leadership.
9. Embraces working in a team environment. Is open to suggestions from others, and as a member of the Worship Team, expects and welcomes direction from his/her direct supervisor, the Director of Music/Fine Arts (DMFA).
10. Celebrates the gifts of others in worship and shares responsibilities cheerfully with other staff, members, and guests.
11. Is interested in and capable of dealing openly, effectively, and patiently with church personnel, church members and the general public, presenting a positive witness to the ongoing ministry of the church in the greater community.
12. Is expected to multitask, accepting stressful moments in stride, and is prepared for the request of schedule irregularities in work (holidays, funerals, weddings, evenings, special events).
13. Is willing to participate and demonstrate flexibility in the planning and coordinating of expanded music ministry initiatives, e.g. recitals, concerts, master classes, and alternative liturgical arts.
14. Anticipates annual job reviews by DMFA and Administrative personnel.

## Responsibilities:

1. Collaborate with the DMFA to lead Sunday Worship Services (and seasonal services).
2. Support the worship and fine arts ministries of FPC Marietta by providing comprehensive keyboard support within the context of Reformed Worship, fully engaging with others to that end while being mindful and respectful of FPC's current culture and worship expression.
3. Typical Weekly Schedule:
  - Sunday: 7:30 – 12:30 p.m.
  - Tuesday: 1:30 - 2:30 p.m.
  - Wednesday: 5:00 - 9:00 p.m.
4. Accompany all scheduled worship services:
  - a. Provide prelude, offertory and sending music.
  - b. Accompany all hymnody with creativity, encouraging congregational singing.
  - c. Partner with various instrumental groups as scheduled by the DMFA.
  - d. Add new repertoire to personal library of works, pursuing continuing education.
5. Accompany all scheduled Chancel Choir rehearsals, being on time and prepared, paying close attention to detail in practice:
  - a. Sight-read fluently and accurately.
  - b. Read from open score and juxtapose parts accurately.
  - c. Lead sectional rehearsals as needed.
6. Accompany all scheduled Children's and Youth choirs.
7. Work with the DMFA, directing handbell choirs.
8. Attend weekly Worship Planning Team meetings:
  - a. Submit titles/composers to DMFA every Monday for consideration of appropriateness for that upcoming service and inclusion in the Order of Worship for the following Sunday, aligning selections with special Sundays (liturgical Calendar and Communion).
9. Be available for weddings, funerals, and memorials:
  - a. Meet with DMFA and/or the bereaved to provide insight and musical options.
  - b. Meet with Bride, Groom, Wedding Coordinator to plan music.
  - c. In the event of scheduling conflict, and upon approval of the DMFA, provide for substitute organist.
10. Work with the DMFA on fundraising and organizing special events/concerts.
11. Schedule personal practice hours with facilities and administrative staff.
12. Elective private teaching as a member of the Music and Arts Institute is optional, using organs and pianos.
13. Organ and handbell maintenance (inspecting, arranging and overseeing repair, tuning).
  - Sanctuary organ: Austin II Manual 1975 | Refurbished in 2016 | New Console
  - Great Hall organ: Allen Renaissance 1999 | To be replaced in 2025
  - Pianos: 1 Kawai GS70, 2 Kawai RX-2s, 1 Steinway D

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Director of Music and Fine Arts
- Member of the Worship Team and staff member of the Music and Fine Arts Committee
- Full-time position with applicable benefits per the 2025 FPC Employee Handbook.

Compensation: \$55,000.00 - \$65,000.00 as base salary commensurate with experience, plus benefits, and paid vacation.