

GUIDELINES FOR SUBSTITUTE SERVICE

- b Careful communication about the details in these "Guidelines" by both the substitute and the employing party will help assure the best service possible.
- b It is up to both parties to obtain all relevant information in a timely manner.

To the employer: You are encouraged to keep an up-to-date copy of this form on file in the main office of the church/temple since a substitute is sometimes needed on very short notice. Information which may be overlooked because it is so familiar to you may be extremely important to the substitute who may be new to your building.

To the substitute: you are encouraged to keep multiple copies of this form for future use. This could be adapted (by adding notes by hand) for use as a written agreement (see 7c).

1) About the church or temple

- a. Name
- b. Address
- c. Office telephone
- d. Date and time of services for which substitute is requested
- e. Name, position & telephone number of person requesting substitute
- f. Name & telephone number of officiating clergy
- g. Name & telephone number of regular organist
- h. Name & telephone number of soloist (if any)
- i. Time at which the organist can practice on the day of service
- j. Time at which the organist can practice on other days
- k. Which entrance will be open
- l. Directions to the organ from open entrance

2) Substitute's Duties

- a. Negotiate fee at the time of engagement (see 7a and 7c).
- b. Provide information/ titles (prelude, offertory, postlude) for the bulletin if requested and by the date requested
- c. Play the organ for R.C., Morning Prayer, spoken or sung Eucharist, non-liturgical service, other
- d. Rehearse adult, children's, bell choir; soloist; warm-up or full rehearsal
- e. Direct adult, children's, bell choir
- f. Accompany adult, children's, bell choir, soloist
- g. Conduct Morning Prayer
- h. Serve as cantor or song leader
- i. Other: operate any audio-visual equipment, etc.

3) Church/temple responsibilities: *AT LEAST TWO WEEKS IN ADVANCE* provide substitute with

- j. Information on/ copies of solo/anthem/ service music: composer, title; working copies
- k. Hymn titles with copies from hymnal being used
- l. Sample current bulletin for a comparable service indicating order of worship

4) About the organ or other Instruments

- m. Pipe or electronic, number of manuals, stops, pistons, digital functions, swell pedals
- n. Full Pedal Board (at least 25 notes)
- o. Anything no-functioning, blank, or mislabeled
- p. Who (and tel. #) in the Church should be called in case of organ problems?
- q. Location of key to organ loft and/or console
- r. Location of blower or power switch; other switches; cancel button
- s. Location of organ loft light switches

- t. Pistons: Which are set for service-playing; which are available for use by substitute; which may be changed but must be reset to original setting
- u. How pistons are changed; setter button
- v. Peculiarities of this organ; its little tricks and secrets
- w. Owners manual: (especially for electronic organs)
- x. List of organ specifications
- y. Piano, if to be used; key, if locked

5) About the choir

- a. Approximate number of singers; typical voice distribution
- b. Anthem; copy provided; location of copies for the choir
- c. Rehearsal before service: where, when, how long, what is covered (vocal warm-up, anthem, hymns, service music, responses, etc.)
- d. Hymns: choir sings unison/ harmonization on what verses/ as directed
- e. Processional, recessional: when, cues, time/ verses required
- f. Robes: organist/ choir; where located, stole color
- g. If there are any extraordinary circumstances (musical or non-musical) to which the substitute organist should be particularly sensitive relating to the choir or other aspect of the music program?

6) About the Service and Service Music

- h. Liturgy: sung? which setting, where found
- i. Communion this service? pattern of distribution, what happens musically during distribution
- j. Restrictions on organ repertoire
- k. Any "mood" expected during prelude, offertory, postlude
- l. Prelude: when to begin, end; cues for beginning and ending
- m. Hymns: announced: never, sometimes, always; speed; interludes between verses; customary amount of introduction; amens; re-(or free) harmonizations and on what verses
- n. Traveling music: during children's exit, silent prayer, baptisms, communion, extinguishing of candles, between Scripture readings, etc.
- o. Postlude: how long, cue to begin, does congregation leave or stay to listen
- p. Lights on organ used as cues for music

7) Financial arrangements

- q. Guidelines are found in "Employment and Compensation Guidelines for Church Musicians and in the current TriChapter Directory on page 33
- r. Name and tel. number of person with whom substitute negotiates a fee
- s. Suggested written agreement: "After discussing the church's expectations, we have mutually agreed upon the following remuneration: _____"
- t. Name and tel. number of person responsible for paying the substitute

Further assistance and information

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