

## **GUIDELINES FOR SUBSTITUTE SERVICE**

**Careful communication about the details in these "Guidelines" by both the substitute and the employing party will help assure the best service possible.**

**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**

Name

Address

Office telephone

Date and time of services for which substitute is requested

Name, position & telephone number of person requesting substitute

Name & telephone number of officiating clergy

Name & telephone number of regular organist

Name & telephone number of soloist (if any)

Time at which the organist can practice on the day of service

Time at which the organist can practice on other days

Which entrance will be open

Directions to the organ from open entrance

### **2. Substitute's Duties**

Negotiate fee at the time of engagement (see #7).

Provide information/ titles (prelude, offertory, postlude) for the bulletin if requested and by the date requested

Play the organ for Morning Prayer, spoken or sung Eucharist, non-liturgical service, other

Rehearse adult, children's, bell choir; soloist; warm-up or full rehearsal

Direct adult, children's, bell choir

Accompany adult, children's, bell choir, soloist

Conduct Morning Prayer

Serve as cantor or song leader

Other: operate any audio-visual equipment, etc.

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

Information on & copies of solo/anthem/ service music: composer, title; working copies

Hymn titles with copies from hymnal being used

Sample current bulletin for a comparable service indicating order of worship

### **4. About the organ or other instruments**

Pipe or electronic, number of manuals, stops, pistons, digital functions, swell pedals

Full Pedal Board (at least 25 notes)

Anything no-functioning, blank, or mislabeled

Who (and tel. #) in the Church should be called in case of organ problems?

Location of key to organ loft and/or console

Location of blower or power switch; other switches; cancel button

Location of organ loft light switches

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

How pistons are changed; setter button

Peculiarities of this organ; its little tricks and secrets

Owners manual: (especially for electronic organs)

List of organ specifications

Piano, if to be used; key, if locked

## **5. About the choir**

Approximate number of singers; typical voice distribution

Anthem; copy provided; location of copies for the choir

Rehearsal before service: where, when, how long, what is covered (vocal warm-up, anthem, hymns, service music, responses, etc.)

Hymns: choir sings unison/ harmonization on what verses/ as directed

Processional, recessional: when, cues, time/ verses required

Robes: organist/ choir; where located, stole color

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**

Liturgy: sung? which setting, where found

Communion this service? pattern of distribution, what happens musically during distribution

Restrictions on organ repertoire

Any "mood" expected during prelude, offertory, postlude

Prelude: when to begin, end; cues for beginning and ending

Hymns: announced: never, sometimes, always; speed; interludes between verses; customary amount of introduction; amens; re-(or free) harmonizations and on what stanzas.

Traveling music: during, children's exit, silent prayer, baptisms, communion, extinguishing of candles, between Scripture readings, etc.

Postlude: how long, cue to begin, does congregation leave or stay to listen?

Lights on organ used as cues for music

## **7. Financial arrangements**

Name and tel. number of person with whom substitute negotiates a fee

Suggested written agreement: "After discussing the church's expectations, we have mutually agreed upon the following remuneration: \_\_\_\_\_"

Name and tel. number of person responsible for paying the substitute