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