

Worksheet to Determine Time Requirements for an Organist and/or Director of Music in a Church Position

1. Time spent in worship services _____ hrs./wk.

Calculate total time spent in worship during one complete representative week

2. Rehearsals

a. Total hours spent in rehearsal, including on Sunday before worship _____ hrs./wk.

b. Rehearsal _____ hrs./wk.

(Score study, keyboard and/or conducting practice, room set up, robes, distributing and collecting music)

Minimum of 4 hrs./wk. per choir for organist/conductors

Minimum of 2 hrs./wk per choir for accompanist only

3. Organ practice _____ hrs./wk.

(Hymns, service music, prelude, postlude, anthems, registration)

Minimum of 4 hrs./wk. for each non-identical service

4. Selection of music _____ hrs./wk.

(Lectionary/scripture study, clergy consultation)

Minimum of 2 hrs./wk. for each non-identical service

5. Preparation for special services _____ hrs./wk.

(Christmas, Easter, feast days, etc.)

These services take extra preparation. Budget 1 hr./wk minimum per choir, handbell group, etc.

6. Maintenance of music library _____ hrs./wk.

(Sorting, filing, ordering new music)

Minimum of 1 hr./wk per choir, handbell group, etc.

7. Administration _____ hrs./wk.

(Seasonal planning, budget, payroll, service leaflet preparation, recruitment, auditions, contracting musicians and tuners, renting instruments)

Minimum of 2 hrs./wk. for each non-identical service

8. Meetings _____ hrs./wk.

Calculate total time spent in clergy consultations, staff, committee, and/or Council/Vestry meetings per week.

9. Educational Opportunities _____ hrs./wk.

Writing for bulletins and newsletters; teaching and participating in religious education; presentations on songs, hymns and the pipe organ.

10. Other _____ hrs./wk.

(Concerts, concert series, education programs, additional services such as Evensong, Vespers or prayer services, etc.)

Basic hours per week _____ **Total**

Additional consideration should be given to:

- hours required to maintain keyboard proficiency and work on new repertoire.
- personal musical growth and development through ongoing study, research, periodicals, conventions, concerts, etc.