



# American Guild of Organists, Baltimore Chapter

To Whom It May Concern:

The Placement Service of the Baltimore Chapter of the American Guild of Organists is established to assist both Guild members and congregations. The Service provides the enclosed materials to aid in (1) defining the responsibilities of a church or temple musician, (2) determining a salary commensurate with work and skills required, and (3) selecting an individual to meet a congregation's need.

The fee for listing a job opening with the Service is \$20.00 for three consecutive months. (Checks are made payable to: Baltimore Chapter: AGO and must be sent at the same time as the information sheet.)

If the position has not been filled in that time, you may email [placements@baltimoreago.org](mailto:placements@baltimoreago.org) and indicate that a fourth consecutive listing is needed with no additional cost to you.

Upon receipt of Placement Information Form and \$20.00 check the position will be advertised in the next three issues of our newsletter, the *Pipe and Pedal* and placed on our website.

Send your completed form and check to:

**Baltimore AGO  
c/o Jeanne Klusewitz  
135 Hollow Brook Road  
Timonium, MD 21093**

The deadline for each month is posted on the web site.

For more information send an email to: [placement@baltimoreago.org](mailto:placement@baltimoreago.org)

Sincerely yours,

Louis R. Gephardt-Gorsuch  
Director of Placement  
Baltimore Chapter, AGO

Return this page to: AGO Placements, 135 Hollow Brook Road, Timonium, MD 21093

*Please type or print all information.*

INFORMATION FOR NEWSLETTER AND WEB ADVERTISEMENT

Name of Church or Temple: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip code: \_\_\_\_\_-\_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ \_\_\_\_\_

Size of Congregation (number of members): \_\_\_\_\_ or (number of families): \_\_\_\_\_

Name and Telephone Number of Contact Person: \_\_\_\_\_

Position to be filled:  Organist;  Choir Director;  Organist & Director combined;

Other: \_\_\_\_\_

Number of weekly services or Liturgies: \_\_\_\_\_

Number of weekly rehearsals: \_\_\_\_\_

Number of music ensembles and type (adult choir, handbell, etc.): \_\_\_\_\_

Size of choirs: \_\_\_\_\_

\*Total number of hours per week required by positions (as figured on the worksheet): \_\_\_\_\_

Type of Organ (Make and Year): \_\_\_\_\_

Number of Keyboards/Manuals: \_\_\_\_\_

Music Budget for this fiscal year (*less organ maintenance and salaries*): \_\_\_\_\_

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SALARY AND BENEFITS

\*Annual Salary or Salary range: \_\_\_\_\_  
(An amount must be listed. The word negotiable is not sufficient.)

The position includes (Check if applicable):

- Paid vacation for \_\_\_ weeks. (List number of weeks.)
- Secretarial assistance
- Health insurance
- Disability insurance
- Sick leave
- Maternity leave
- Pension plan
- Continuing education funding
- Book/music allowance
- Study/professional leave
- Car allowance
- Housing allowance
- Unemployment\*\*
- Other:\_\_\_\_\_

\*\*While churches are not required to pay into a state's unemployment system, in many areas they choose to be included.

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YOUR WORKSHEET

(With the thinking that is generated by the *Sample Worksheet* fill out this form to reflect the requirements of your church. Your answers may be quite different from the sample.

Maintenance of technique and repertoire (practice	_____
Preparation for rehearsals (reviewing music to be rehearsed, marking scores, ordering choir folders)	_____
Time spent in rehearsal	_____
Service planning	_____
Service performance	_____
Meetings: staff and committee, organist & choir director, congregational	_____
Administrative and secretarial duties; maintenance of library	_____
Instrument(s) maintenance and care (organ, piano, hand bells, guitars, harpsichord, etc.) and demonstrations	_____
Program building and recruiting	_____
Pastoral work, counseling, supervisory duties	_____
Review of new compositions and editions, reading of music and liturgical articles and books	_____
Continuing education: sabbaticals, workshops, professional meetings	_____
Custodial work: (furniture moving, setting up and clearing rehearsal and performance areas)	_____
Composition and arrangement of music	_____
Concert planning, performance, supervision	_____
<b>Total</b>	_____

SAMPLE WORKSHEET ORGANIST-DIRECTOR (You do not need to return this page. It is a sample only)

This sample worksheet represents a usual work week for an organist-director position

Job Description: Two services per Sunday (extra services in Christmas and Lenten seasons, no choir rehearsal during July and August), two rehearsals (choirs for adults and children) during the week; choirs warm up before services on Sunday morning.

This "sample" organist-director works in a medium-sized (500) member church where the music is of medium difficulty. S/he performs a prelude and postlude at each service and accompanies the congregation and choir singing. (This sample weeks assumes that the order of service, hymns and organ music are identical for each service, and that no additional preparation time is required). There are occasional concerts (four times per year). At special services (three times per year) sh/he hires and rehearses instrumentalists. A choir member assists with keeping the music library in order. The organist-director has no secretarial assistance. Like all church employees, however, s/he is expected to attend congregational meetings, and otherwise become part of the life of the parish.

Maintenance of technique and repertoire (practice)	<u>4.5</u>
Preparation for rehearsals (reviewing music to be rehearsed, marking scores, ordering choir folders)	<u>3</u>
Time spent in rehearsal	<u>4.5</u>
Service planning	<u>1.5</u>
Service performance	<u>2</u>
Meetings: staff and committee, organist & choir director, congregational	<u>1.5</u>
Administrative and secretarial duties; maintenance of library	<u>1</u>
Instrument(s) maintenance and care (organ, piano, hand bells, guitars, harpsichord, etc.) and demonstrations	<u>1</u>
Program building and recruiting	<u>.5</u>
Pastoral work, counseling, supervisory duties	<u>.5</u>
Review of new compositions and editions, reading of music and liturgical articles and books	<u>1</u>
Continuing education: sabbaticals, workshops, professional meetings	<u>.5</u>
Custodial work: (furniture moving, setting up and clearing rehearsal and performance areas)	<u>1</u>
Composition and arrangement of music	<u>1</u>
Concert planning, performance, supervision	<u>.5</u>
<b>Total</b>	<u><b>24</b></u>