

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>
Total	<u>24</u>