

American Guild of Organists
Charlotte Chapter
Job Description for Advertisement

Name of Church _____

Address _____

Phone/Fax _____

Contact Person _____

Position to begin _____

Position required: organist _____ director _____ organist/director _____ other _____

Membership of church _____ # of services/Sunday a.m. _____

Explain if there are any additional normally scheduled services weekly:

of adult choirs _____ # of children/youth choirs _____ # of handbell choirs _____

of other choirs _____ Please define them: _____

Hours per week. Experience has shown that the average church musician spends many more hours in practice and preparation for choir rehearsals, services, and special events than are "visible" to congregations, music committees, and hiring clergy. The Professional Relations Committee of AGO thus has developed a formula to assist churches and synagogues in determining real time necessary for musicians to perform their assigned duties as well.

Please use this formula in determining Hours per Week below.

1. Add up "visible hours" per week for this position. This includes hours in rehearsal and in services as well as committee meetings and other duties required.
2. Multiply "visible hours" by 2.5 or 3 for organist or director, or 4.5 or 5 for a combined organist and director position.
3. Fill in the hours by checking the appropriate box below:

Hours per week:

5-10 11-20 21-30 31-40 >40

The salary range you are offering according to the experience and education of the candidate is:

<\$5K \$5K-10K \$11-15K \$16-20K \$21-30K \$31-50K >\$50K
(K=\$1,000)

Additional fee for weddings: yes no

Will you provide a written contract? yes no

Additional fee for funerals: yes no

Do you have yearly evaluations? yes no

Return completed form to Winifred McKellar, 6112 Candlewood Drive, Charlotte, NC 28210. This form must be complete in order for the position to be published in the Chapter Newsletter and Web Site.

All members of the American Guild of Organists shall be considered equally for prospective employment and participation in guild activities without regard to national origin, religious affiliation, gender, race, sexual orientation, disability or age; no member or employing institution may remain in good standing with the American Guild of Organists, including its Headquarters, regions, districts, and chapter, should evidence that discrimination toward persons with AIDS has been exercised.