

Appendix A, pg. 29

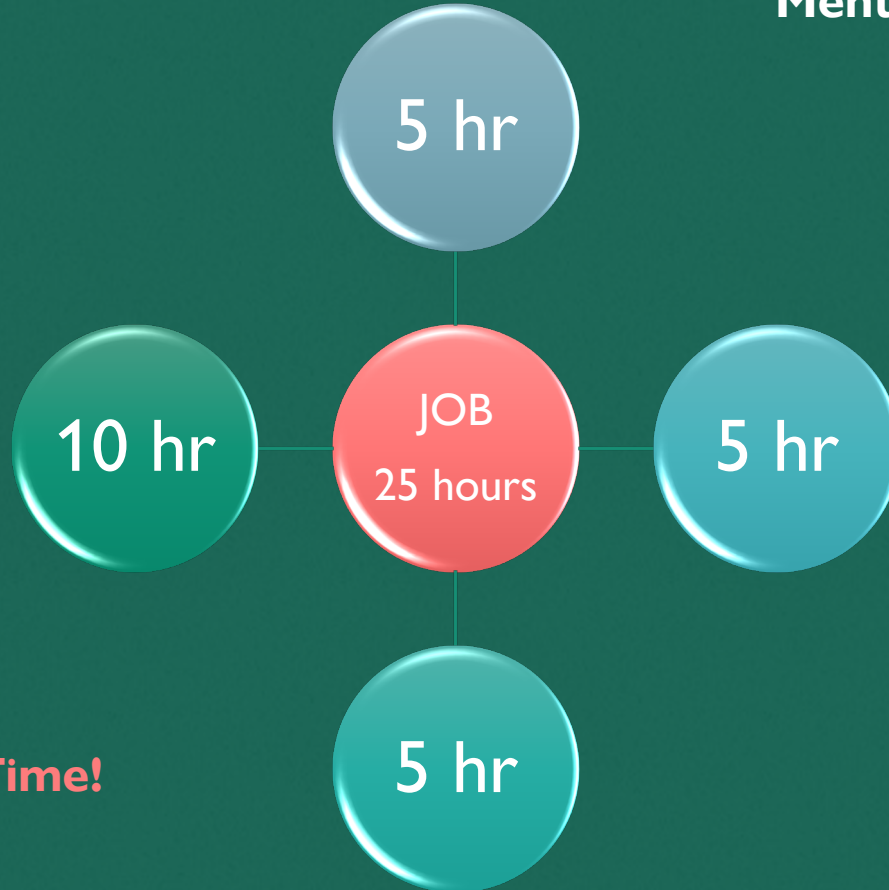
Considerations for Calculating the Weekly Hours of an Organist and/or Director of Music at a Religious Institution

1. Time spent in worship services
2. Rehearsals with other musicians
3. Organ practice
4. Selection of music
5. Preparation for special services
6. Maintenance of music library
7. Administration
8. Meetings
9. Educational opportunities
10. Other



Your job is an aggregate of responsibilities. Parse them out and understand how much time is required for each!

Mental Contract



Protect Your Time!

1. Time spent in worship service

Each service is a rendering of many hours of study, preparation, and life experience.

- Your agreed upon salary figure, consistent with the institution's budget, is symbolic of their acknowledgment of your qualifications.
- Including “time spent in worship service” is necessary to document
- Two or three services, or for some religious establishments, even upwards of **five** a weekend.
- Could be anywhere from 2 ½ hours to 4 ½ hours (just service time)

2. Rehearsals with other musicians

Part of our job is to prepare ourselves to prepare others efficiently.

- Inquire about choral music tradition
- Ask about status of the choir: paid, semi-pro, volunteer
- Ask what their vision is for the choral music program
- Ask what their vision is for other aspects of the music program
- On average, how long does it take you to prepare?



These factors will help you determine, roughly, how much time you'll need to spend on this part of your job.

3. Organ practice

- **How long do you practice on average?**
- **How much practice time would you likely need relative to the position?**
 - Consider drafting a mock music list with preludes and postludes and accompaniments
 - Estimate how much time, on average, you might need
 - You could time your sessions for a week and calculate a daily average
 - Or you could time your sessions for a month and average for a week

A reasonable estimation might amount to two hours on average per day, or 14 hours on average per week.

Is this too meticulous?

* This is not an AGO recommendation this is just an example.

Yes and no. Remember, practice time is “behind the scenes.” If your salary genuinely correlated with your practice time, and if you were already at 25 hours a week for \$25K salary:

- Subtracting 14 from 25 would leave you with 11 hours for everything else; that might not be feasible.
- Be sure to monitor your practice time
- If the position is full-time, 14 hours of weekly practice might make sense; though, with more hours comes more responsibilities.

So, it's all relative!

4. Selection of music

What's your planning strategy?

Consider scheduling “planning meetings”

- Preparation for these meetings
 - Know your music library
 - Read through old bulletins
 - Understand the church year thoroughly

For organists: what are your specific responsibilities?

For directors: how will you delegate responsibilities?

5. Preparation for special services

There are a variety of ways in which this could be negotiated.

- **salariated position or will you be independently contracted?**
- **If salariated, “special services” might fall into the scope of work highlighted in your agreement document, in proportion to the other requirements.**
- **If independently contracted, there may be room for negotiation per “special service.” *More on this in a bit ...***

6. Maintenance of music library

- **What is their current system and how do they manage it?**
- **Ask about licensing CCLI, PRS (for music) and PPL (for performance).**
- **Be mindful that “music library” isn’t just a physical place.**

7. Administration

Maintain and publicize the schedule of music selections (services and events).

Plan and coordinate rehearsals in light of any competing workspace in the institution.

Track budgetary spending.

Audition and recruit volunteers and professionals.

8. Meetings

Staff meetings, committee meetings, congregational or other meetings

- **How many of these meetings fall on the same day? If not, is there room to negotiate that possibility?**
- **More work is being done from home. According to data, most Americans prefer hybrid work.**
- **Advocate for meeting agenda and a time limit**

Commute time was the biggest reason for hybrid/remote preference.

U.S. Employees' Top Reasons for Preferred Work Arrangement

| Prefer fully on-site | Prefer hybrid | Prefer fully remote |
|---|--|--|
| Feel more productive (41%) | Avoid commute time (48%) | Avoid commute time (52%) |
| Better access to technology/other resources (32%) | Better for wellbeing (48%) | Better for wellbeing (44%) |
| Easier to collaborate (32%) | Need flexibility to balance family/other obligations (48%) | Need flexibility to balance family/other obligations (37%) |
| Feel more connected to organization or team on-site (31%) | Have option to work in person with co-workers (30%) | Feel more productive (35%) |
| Better for wellbeing (30%) | Feel more productive (26%) | Have fewer distractions (29%) |

Based on full-time employees (not exclusively self-employed) who say their work can be done remotely. Figures add to more than 100% due to multiple responses; respondents allowed to select up to three reasons.

DATA: MAY 26-JUNE 9, 2021

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Remote/Hybrid/On-Site

U.S. Employees' Preferred Future Work Arrangement, by Current Work Arrangement

| | Prefer exclusively on-site | Prefer hybrid | Prefer exclusively remote | Total prefer remote |
|--|---|----------------------|--|------------------------------------|
| | % | % | % | % |
| Remote workers | | | | |
| Working from home exclusively | 6 | 45 | 49 | 94 |
| Working partially from home/partially on-site (hybrid) | 15 | 70 | 15 | 85 |
| Total working remotely (hybrid or exclusively) | 9 | 54 | 37 | 91 |
| Potential remote workers | | | | |
| Working on-site, but job can be done from home | 52 | 37 | 11 | 48 |

GALLUP PANEL, MAY 26-JUNE 9, 2021

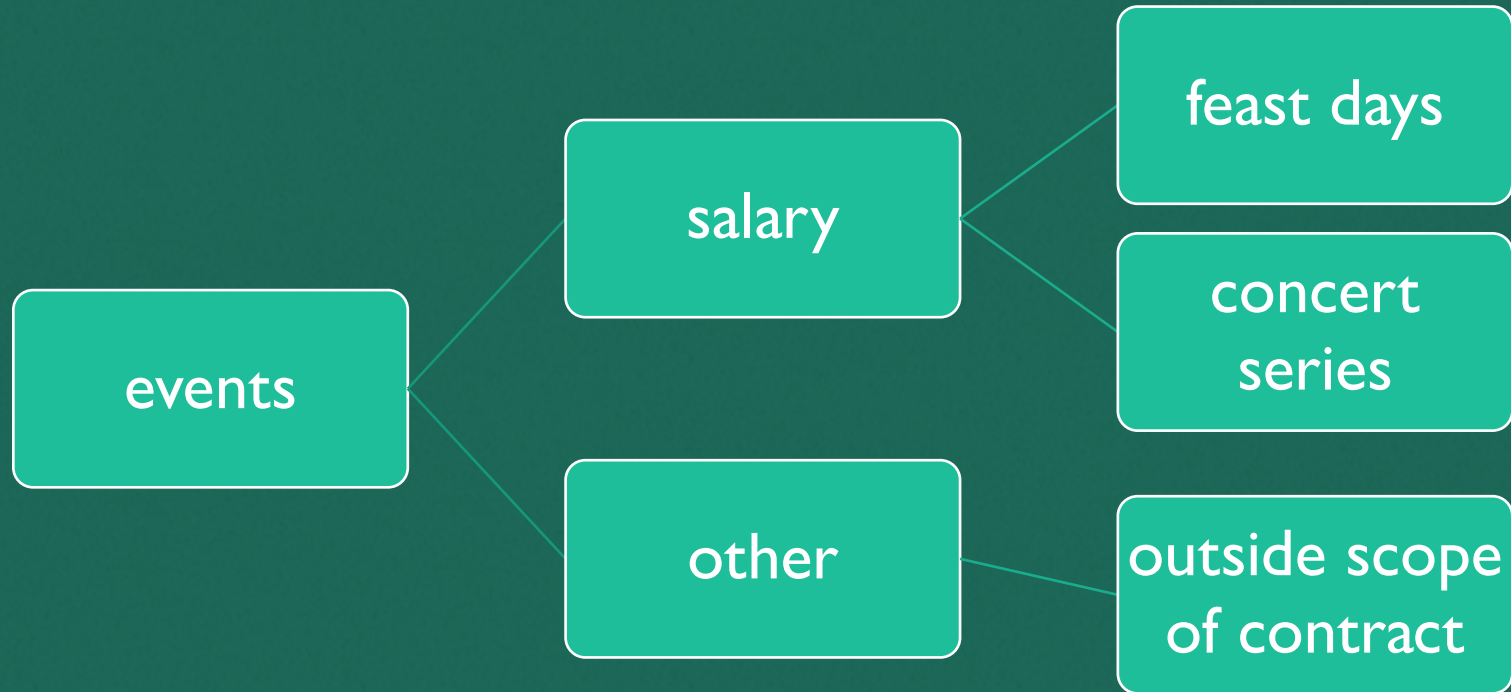
9. Educational opportunities

How much time do you require to:

- **educate yourself about the music you're learning or have learned?**
- **write an article?**
- **practice public speaking?**

YOU KNOW YOURSELF BEST!

10. Other



Depending on whether the job is part-time, half-time, or full-time, you might want to consider the following:

- **Have there been any major celebrations or special events to date? What kind of preparation did they entail?**
- **Beyond the scope of the job description, what foreseeable events are on the horizon?**
- **Is the church on a rotating schedule with other churches in the area to host ecumenical services?**
- **Ask for tangible examples for catchphrases like, “we wish to expand our vibrant congregation’s spiritual engagement with the community.”**



“Extra Work” Arrangements

Some positions will agree to contract ‘you’ for extra work.

Preparation for Special Services (no. 5, pg. 31 of Handbook)

Macro Approach

- Discuss the scope of the extra work: meetings, prep time, resources, etc.
- Consider a few proposals proportionate to your salary keeping in mind what the institution can afford.
- Factor in travel expenses
- Might have more flexibility with this

Micro Approach

- Calculate what you make an hour.
- Determine the time required each week, and for how many weeks.
- Factor in expenses
- More straightforward/less flexibility

Micro Breakdown

*This is not an AGO recommendation – just an example.

| EVENT | Quantitative Breakdown |
|---------------------------------------|-----------------------------|
| Required time spent on project | 2 months |
| Hours per week | 5 hours |
| Proposed annual salary (before taxes) | \$25,000 at 25 hours a week |
| Per week | ~ \$520 |
| Per hour | ~ \$21 |

5 hours per week X \$21.00 an hour = \$105

\$105 per week X 8 weeks (2 months) = \$840

Plus, travel expenses!

For which you'll need a 1099!

Macro Breakdown

You might be able to make the argument for 'your' personal fees relative to other work you've done within similar parameters.

Stay within a sensible **range**, not necessarily of the proposed salary, rather, congruent with the religious institution's budget.

Start a negotiation with the highest rate relative to that **range**.

Draft a cost-benefit. Extra work is extra time, and if you can't meet your budgetary obligations, you may have to refuse the work.

Whichever way you do it, have the agreement down in writing!

Thank you for your time!

