

SAMPLE LETTER OF AGREEMENT

Between

The Vestry of St. Paul's Episcopal Church

And

_____, to be named Organist-choirmaster

The organist-choirmaster will begin his/her duties under this agreement on _____ and will continue until termination by either party with 30-day notice.

COMPENSATION

1. The organist-choirmaster will be paid \$100 per service and \$35 per choir practice. The parties agree that the organist-choirmaster is an independent contractor and not an employee of the parish.
2. The organist-choirmaster is free to accept additional compensation in the form of honoraria for funeral and weddings.
3. The organist-choirmaster may not assign additional fees for services connected with the liturgical, sacramental, or program life of the parish unless otherwise approved in the parish's policies (i.e. wedding rehearsals, etc.).

LEAVE

1. The organist-choirmaster is granted 2 Sundays off per calendar year (not to include Christmas Eve/Day, Maundy Thursday, Good Friday, Holy Saturday/Vigil or Easter Sunday) by 30-day notice to the senior warden or clergy in charge of the liturgical life of the parish.
2. The organist-choirmaster may be granted additional Sundays off with the approval of the senior warden or clergy in charge of the liturgical life of the parish provided that 30-day notice is given and with the understanding that compensation will be reduced to provide for a supply organist for the time absent.
3. Periods of leave will not be considered cumulative without the approval of the Vestry.

DUTIES AND EXPECTATIONS

The organist-choirmaster provides sacred music and leadership of the choir to support the liturgical and program life of the parish according to Anglican tradition and the customs and ceremonial of the Episcopal Church. Specifically, this includes

1. Serving as the organist-choirmaster at all Sunday liturgies and other major seasons of the Church year (i.e. Christmas, Holy Week, Easter).

2. Providing for the rehearsal of the choir on a weekly basis and such other times as may be beneficial.
3. Arranging supply organists during times of absence and communicating to the senior warden and/or clergy.
4. Providing consultation for the Wonderful Wednesday Eucharist.
5. Supervising and administering the music budget as established by the Vestry.
6. Submitting regular music plans for the liturgies in a timely manner as to allow for revisions and the creation of the worship bulletin.
7. Serving as the organist-choirmaster for weddings and funerals as scheduled. (Note: The organist-choirmaster is granted first right of refusal for all weddings and funerals held at St. Paul's. The organist-choirmaster is also granted right to approve or deny requests for additional musicians from outside the parish requested for weddings and funerals consistent with parish policies and in consultation with the officiating clergy.)
9. Arranging special musicians for feast days (i.e. Christmas, Easter).

REPORTING RELATIONSHIPS

The organist-choirmaster serves under the oversight function of the Vestry, at the direction and under the direct supervision of the clergy responsible for the liturgical life of the parish. The Canons of the Episcopal Church and the discretion of the member of the clergy in charge of the liturgies of the congregation remain the final authority regarding hymnody and music.

Upon the appointment of a rector (or canonical equivalent) the organist-choirmaster will work at the direction and under the supervision of the rector, who may also work with a parish personnel committee, wardens, and/or Vestry.

REVIEW

This agreement will be reviewed annually in coordination with the Mutual Ministry Reviews.

EXCLUSIONS

Nothing in this agreement is to be construed as a contract of employment.

PARISH SIGNATURES

Date: _____

Organist-choirmaster: _____

Senior Warden: _____

Reviewed by the Vestry on: _____

Junior Warden: _____ Clerk: _____