

## MUSIC COMMITTEE

### Organist Instructions

**Guidelines:** *The Manual of The Mother Church*, Article XIX, page 61 and Appendix, pages 120—126.

#### **Main Function:**

- To provide support for hymn singing and to provide organ music to enhance the spiritual atmosphere at all services, meetings, and lectures in which the organist takes part.
- To accompany the soloist.

#### **Responsibilities:**

1. Sunday Service 10:00—11:00 a.m.
2. Wednesday evening meeting 7:30—8:30 p.m.
3. Thanksgiving Day Service 10:00—11:00 a.m.
4. Lectures in church edifice (as requested)
5. At least one rehearsal with soloist each week
6. Accompany soloists during auditions

#### **Procedure:**

1. The First Reader is in charge of the services.
2. Set watch by clock back of rostrum.
3. Musical portions of service are as follows:
  - a. **Prelude:** Begin at eight (8) minutes before the service and end as soon as musical resolution is possible after Readers enter platform and are seated.
  - b. **Hymns:** Selected by First Reader.
  - c. **Solo:** The Music Committee or soloist selects appropriate solos for each Sunday and the soloist chooses one and confers with the organist at least two (2) weeks ahead. The First Reader may choose the text from Mrs. Eddy's poems. If the soloist is not present at the time of the solo, the organist should play an appropriate selection.
  - d. **Offertory:** Played as long as it is necessary to take the collection. The First Reader indicates to the organist when offering is completed. Music should come to a close at this point.
  - e. **Postlude:** Three (3) minutes.

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- f. **At end of hymns:** The organist shall play a brief reprise of the hymn just sung.
4. For hymns, turn the organ on while the First Reader is announcing the hymn and reading the hymn verse. Turn off the organ and organ light during readings and testimonies.
5. Each time the organ is turned off during the service, the shutters need to be opened all the way before the power is turned off. Then the pedals need to be placed in the closed position before the organ is turned on.
6. Keep the arranging of pieces of music as unobtrusive as possible.
7. Post musical selections for services on bulletin board in foyer before each service. Special cards are in music file cabinet.
8. The organist will use the "A" setting on the registry. Substitute organists may use the "B", "C", or "D" setting.

#### **Music Files:**

- Solo music is in music room upstairs.
- Organist's hymn numbers and hymn cards are in closet in hall to right of organ console.

#### **Display of Hymn Numbers:**

The organist displays the hymn numbers on the walls to the right and left of the podium. The hymn numbers are located in the closet in the hall to the right of the organ console.

#### **Vacations and Absences:**

At least three (3) week's notice shall be given the Music Committee chair or the clerk when a substitute is needed.

#### **Salary:**

Checks for regular and substitute organists will be mailed on the last day of the month.

#### **Parking:**

Reserved parking is available on the Sunday School side of the church building.

#### **Communication:**

The organist shall communicate with the Music Committee regarding any suggestions or problems with the music or any phase of his or her contract.

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Approved by Executive Board