

MUSIC COMMITTEE

Standing Rules for Music Chair

1. It is recommended that the musicians practice between 6:30—7:00 p.m. on Wednesday night and 9:00—9:30 a.m. on Sunday.
2. Check for rehearsal times when new Readers start a term. Have the organist check to see when it will be convenient for the organist to practice. The First and Second Readers usually rehearse at (list times and days of week here:) _____
_____ .
3. Speak with each new First Reader to be sure that musically the services are conducted according to the Reader's wishes—especially concerning the timing of music when the Readers enter the platform. (If you have comments from members, mention that the Reader is happy. This may satisfy the one offering a complaint.)
4. The substitute soloist and organist should keep as much as possible the same schedule as the regular musicians.
5. The organist and soloist will accept all praise eagerly and freely. Other comments should go to the music chair.
6. Keep the First Reader informed of substitutes for organist and soloist. Give the substitute organist and soloist the First Reader's phone number (and vice versa), enabling exchange of hymn numbers. Ask the substitute to telephone the First Reader if the substitute does not receive from him/her the hymn selection in a timely manner.
7. Give copies of instructions and procedures to newly appointed organist or soloist. Request at least three weeks' notice to find a substitute for a soloist or organist.
8. Keep rules, instructions, and procedures up to date.
9. Select a vice-chair.
10. Provide keys for members of the committee who need them. Verify keys are returned from members and substitutes who no longer need them.
11. The soloist oversees the music files.
12. Whenever a music committee member is inactive, inform the Board who will take appropriate action.

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13. The committee works with harmony and joy and encourages freshness and diversity of musical choice. The responsibility for the choice rests with the committee. The practical selection rests with the soloist providing he/she is a Christian Scientist who recognizes that suitable wording reflects understanding of the theology of Christian Science.
14. Provide W-4 and I-9 (Immigration) tax forms for all musicians, including substitutes. Substitutes and regular musicians provide their services as employees and are placed on payroll.
15. Auditions take place when convenient to those auditioned, to the committee, and to others, in order to maintain the vital pool of musicians.
16. Notify in advance the church engineer when the organ tuner comes for quarterly maintenance and tuning. The engineer will make sure the auditorium is at the correct temperature to make tuning possible.