



Ralph Connor Memorial United Church

*"The Little White Church on Main Street, Canmore"
Celebrating 125 Years in 2016*



DUTIES FOR THE COORDINATOR OF SUBSTITUTE MUSICIANS

1. In the event that Tanya Sullivan is going to be away on a Sunday, Jan Tissandier has first right of refusal to fill in. Jan's honorarium is \$75 per Sunday.
2. Arrange with the Treasurer, Mona McIntyre, to have a cheque ready for Sunday for the person who is filling in. Please fill out a cheque requisition in the office. The honorarium (except for Jan) is \$60 per Sunday. It is your responsibility to get this cheque to the musician on Sunday. (Sondy usually leaves the cheque in the plastic wall holder marked FOR PICK-UP located on the wall beside the office printer).
3. Be sure the musician has the contact information for both the Office and the Minister in charge that Sunday so that the musician can be sent the worship bulletin, and communicate with the Minister regarding the hymns which have been chosen for the service.
4. Be sure the musician knows when and where (side door entry to the church) to pick up hymn books ahead of time and talk to them regarding the tempo of the hymns, especially if they have never played for one of our church services before.
5. Arrange for someone to be at the church, either during regular office hours, or to let the musician into the church after regular office hours, if the musician would like to come and practice prior to the service (side door entry).
6. Let the musician know what time they can or should arrive on Sunday morning, and make sure someone will be at the church to unlock the side door for the musician.
7. Advise the musician there is parking behind the church which is accessed by entering the lane off Spring Creek Drive, and entry to the church is via the side door.
8. Be sure to let the Worship Leader for that morning know who is playing so they can be acknowledged and welcomed.
9. There is a guideline on our website ralphconnor.ca with information for the musician. Be sure to tell the musician they can read the guideline on this website where they would click on "Ministries", "Volunteering", and "Information for the Substitute Musician". As well, a copy of this is located in the Worship Committee file folder (located on the shelf beside the sound system cupboard). If the musician has been unable to read the guideline online, place a copy of this on top of the piano and bring it to their attention so they can read it over before the service begins. After the service put the copy back into the file.