

## CHAPTER SUBSTITUTES REFERRAL SERVICES

A useful adjunct to a chapter's placement information service is a substitutes referral service. Such a service not only provides employment for chapter members but allows employers the time needed to advertise for and audition candidates for a vacant position. Some chapters test all members who wish to be included on such a list. Others simply accept the name of any member wishing to be listed.

The Boston Chapter requests that members evaluate themselves. The chapter produces an annual table that includes the following information about each person listed as a substitute:

- Name
- Telephone number
- Denominational preferences
- AGO Certification
- Education
- Availability for interim work
- Other information (minimum fees, how far they'll travel, evening availability, whether or not they will play electronic instruments, etc.)

Each person also evaluates their skills, using the following codes:

1=strong skills 2=moderate skills 3=basic skills

- Conducting from the console
- Conducting from podium
- Directing children's choir
- Directing handbell choir
- Improvisation
- Transposition
- Play from figured bass
- Cantor for mass