

SAMPLE ACCOUNTING OF CHURCH MUSICIAN RESPONSIBILITIES BY HOURS

As you requested, below is an accounting of my responsibilities at the church as Organist, and the number of hours per year that each activity takes, at a minimum. At the end, I have annualized these hours, since there are busy periods (Advent through Christmas and Lent through Easter) and less busy periods (Christmas to New Years and summer).

234 hrs	Sunday morning worship services with choir warm-up rehearsals, putting away anthems, etc. (8 am to 12:30 pm), annually @ 52 weeks
76 hrs	Wednesday evening Adult Choir rehearsals (7-9 pm), January through mid-May, August through December, omitting evening prior to Thanksgiving and week between Christmas and New Year's Eve, @ 38-39 weeks
6 hrs	Dress Rehearsals for special Adult Choir concerts (Advent & Lent), 9 am to noon @ 2 times
5 hrs	Adult Choir Advent/Lent Concerts, with warm-up rehearsal, 2 ½ hrs @ 2 times
15.75 hrs	Special services with warm-up rehearsals (Ash Wednesday 45 min, Christmas Eve 7 hrs, Maundy Thursday/Tenebrae 2 hrs, Advent Evensong 1 hr, Healing & Wholeness Services 2 hrs, Bells & Carols Service 3 hrs)
364 hrs	Rehearsing organ music and hymns in preparation for services, 7 hrs/week @ 48 weeks (minimum)
152 hrs	Rehearsing choral and soloist music in preparation for rehearsals, 4 hrs/week @ 38-39 weeks, including preparation of choral and handbell music for special services/concerts
10 hrs	Adult Choir retreat (rehearsal time only, typically 10 hrs, including rehearsals with soloists; not including time to drive to/from the retreat, or time expected to be at the retreat site, Friday 5 pm through Sunday noon). Note: while hotel and meal expenses are covered by the church, my mileage to/from the retreat site is not. This often averages close to \$200, depending on distance, using the IRS standard mileage rate, currently \$.565/mile.
8 hrs	Selecting organ music (preludes, postludes) for the year's services, considering liturgical year and sermon scriptures and topics
16 hrs	Special Concert Series (lining up artists, preparing letters of agreement, working up budget, preparing publicity information, reviewing program copy, attendance at concerts, follow-up with artists), correspondence with artists requesting to be on the series; some years have included learning accompaniments, rehearsing with artists (without additional compensation); this time represents a minimum involvement—it is often much more
6	Music Director's monthly meetings (12:30-1:30 pm, usually 6 months annually)

TOTAL 892.75 hours/year, or 17 hrs/week, annualized