

A Worksheet for Substitute Organists and Hosts

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Reproducible worksheets available at sarah-bereza.com/ago-substitute-worksheet

Church Name:

Music:

Are hymns verbally announced?

Are all stanzas sung? If not, how does organist know which ones are?

Is the music familiar to the congregation?

How are the hymns usually introduced?

Is the congregational singing strong?

Does the minister ever change hymns or other service elements last-minute?

For pieces sung every week: what is the exact introduction typically used?

If there is a Doxology sung to OLD 100TH, which rhythmic version is it, and is there a sung amen?

Are there expected times for music, such as improvisation, that aren't explicitly listed in the order of worship?

Other Service Elements:

Are there liturgical elements that aren't in the order of service?

Does the minister ever go "off plan"?

Does the service begin exactly on time? If not, what is the cue to begin the opening music?

Instrument:

What memory level(s) or pistons can be used?

What pistons or levels are already registered for hymn-accompaniment?

Is there anything tricky about the instrument, such as sticking keys or an unusual method to set pistons?

Communion:

When does music start/stop, and what visual or auditory cues are there?

If the minister starts talking, should music cease or do they intentionally talk over quiet music?

If organist partakes: when should they go to the altar or are elements brought them?

If organist does not partake: should they inform servers?

Building:

When is the building available for practice?

When is the building open on the day of the service?

Which door(s) should be used?

Where should the organist park?

What phone number should be called if the church isn't open?

How are the lights turned on?

Where are the restrooms?

Can the organist see the altar, pastor, choir director etc. from the instrument?