

**SAMPLE CONTRACT FOR MUSICIANS IN PART-TIME EMPLOYMENT**

Name \_\_\_\_\_

Name of Institution \_\_\_\_\_

Title of Position \_\_\_\_\_

Effective on \_\_\_\_\_, and until the termination of this agreement as hereinafter provided, the above named person shall act as \_\_\_\_\_ of the above named institution.

The above named person shall have the following duties and responsibilities:

1. Provide organ music and/or direct the choir(s) at the service(s) regularly scheduled each \_\_\_\_\_ and shall select appropriate music for each service.
2. Provide organ and/or choral music for the following additional services during the year: \_\_\_\_\_.
3. Have responsibility for the leadership of the following choirs: \_\_\_\_\_
4. Rehearse once weekly (or as otherwise specified) with each of the choirs. During the summer months, the choir schedule shall be \_\_\_\_\_.
5. Cooperate with the clergy and/or the Music Committee in the area of general planning and leadership of the institution's music program. Be directly responsible to \_\_\_\_\_.
6. Be responsible for the purchase of all necessary music and music supplies, and the hiring of instrumental and vocal soloists. Expenditures in this area shall not exceed the amount provided in the budget. The budget in the coming year for these expenses is \$\_\_\_\_\_. The budget shall be updated yearly on \_\_\_\_\_ (date).
7. Be permitted to use the facilities of the institution (organs and pianos) for private teaching. Times of lessons and use of facilities must be scheduled in advance through the office so as not to conflict with the needs of the institution.
8. Report to the appropriate committee the condition and needs for the maintenance of the organ and pianos. The institution shall provide money for the proper care of these instruments. Guest organists or recitalists shall not be permitted to use the organ without prior approval by the regular organist.
9. Provide music at all weddings requiring organ music held within the church. The services of other organists may be used only with the permission of the regular organist, in which case the regular organist shall also receive the normal compensation. The fee for a short program of

organ music preceding the wedding ceremony and performing for the ceremony shall be \$\_\_\_\_\_. For attendance at the rehearsal, the additional fee shall be \$\_\_\_\_\_. Additional remuneration for special music or extra rehearsal with musicians shall be \$\_\_\_\_\_.

10. Provide music for funeral services held within the church, if the musician is available. The institution shall see that the musician receives compensation in the amount of \$\_\_\_\_\_.

11. Give notice of termination of employment at least sixty (60) days in advance of termination.

The above named institution, in consideration of the foregoing, shall agree to the following obligations and responsibilities:

- A. Compensation of \$\_\_\_\_\_ per service, OR a salary of \$\_\_\_\_\_ per year shall be provided, payable every \_\_\_\_\_ and reviewed annually at the time of preparation of the institutional budget, in order to consider adjustment due to the cost of living, merit, and longevity, and proper reflection of further educational credentials or additional duties on the part of the musician.
- B. Provide a vacation with full compensation of \_\_\_\_\_ weeks annually. The musician will assist the institution in obtaining a substitute musician.
- C. Grant up to \_\_\_\_\_ paid sick days' leave during the year. In such cases, the church shall pay for a regular substitute musician. In case of extended illness, the church will consider the granting of additional leave time.
- D. Provide the following benefits for the above named person and his/her family: Health Insurance, Major Medical Insurance, Social Security, Pension, Life Insurance, \_\_\_\_\_ or \_\_\_\_\_.
- E. Reimburse the musician up to \$\_\_\_\_\_ annually for expenses incurred in attending workshops, conferences, educational study, books and music or other forms of continuing education.
- F. Give sixty (60) days' notice of intent to terminate employment.

Signed for the institution,

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signed by the musician, \_\_\_\_\_ Date \_\_\_\_\_