

Thank you for coordinating with RELIEF MUSICIANS at RALPH CONNOR – Feb 2024

There are three main tasks: arranging for the musician and their remuneration, making connections with office and minister, ensuring that the musician has everything needed.

Note: These guidelines pertain to a musician who is playing one or two Sundays; if someone is needed for several Sundays in a row, these arrangements, most likely with a contract, will be made by our Ministry & Personnel Committee.

INITIAL ARRANGEMENTS

If Tanya is away on a Sunday, Jan Tissandier has the right of first refusal to fill in. If Jan is not available, Tanya will have a list of other candidates.

Remuneration is \$129 per Sunday – not including Thursday night or early Sunday choir rehearsals which will not generally be expected of a relief musician. If rehearsals *are* expected, this needs to be clear from the start and extra remuneration to be negotiated with the Ministry & Personnel Committee. Please make arrangements with the bookkeeper to have a cheque or eTransfer ready so that the musician gets paid on Sunday.

MAKING CONNECTIONS

Make sure that the musician has the contact information for both the office and the minister who will be in charge of the service that Sunday. It is also helpful to notify that week's worship leader of the musician's name so that the musician may be welcomed, and acknowledged in the service.

The office and minister should provide the musician with the order of service, hymns, and note any other musical expectations that Sunday.

PROVIDING WHAT'S NEEDED

If the musician is new to us, they will need all of the following:

- The "information for the relief musician" sheet
- Copies of More Voices and Voices United (regular copies from the pews – the larger reference versions do not leave the Church)
- Directions on when to arrive (typically by 9:30-9:45 AM), and where to park:
 - Canmore: behind the Church, accessed by the alley off of Spring Creek Drive. Church parking is not accessible via 6th Avenue
 - Banff: off the alley that runs behind the Church
- In case the musician arrives first, it is helpful for them to get a door code (Canmore) from the office, or (Banff) to make arrangements with a keyholder
- If practice time is desired in the sanctuary, please direct the musician to book this through the office (and to acquire a door code-Canmore/key-Banff)
- If the musician is less familiar with United Church hymnody, it may be helpful to give them some guidance on the pace of the hymns that Sunday.

If the musician is *not* new to us, please quickly check with them on the Wednesday prior to worship to make sure that they have what they need! (included in this: please check to make sure that they have heard from the office & minister and received the hymn numbers)