

# **Policy Name: Payment of Musicians**

## **Purpose**

This policy is intended to clarify how, and when, payment will be made to musicians who provide their services to Grace Lutheran Church.

## **Definition of Terms**

Regular Musician: an individual who is contracted by Grace Lutheran Church to provide musical services to the congregation, typically on a weekly basis on Sunday morning during worship services.

Guest Musician(s): an individual, or group of musicians, who have agreed, or have offered, to provide musical accompaniment for one occasion only.

## **Scope**

Currently musicians have been found through the University of Victoria Music program. They are from the wider community, not attendees or members of the congregation.

Each regular musician is hired on a yearly contractual basis, which can be renewed annually, to provide musical accompaniment at weekly worship services of Grace Lutheran Church. These worship services are typically held weekly on Sunday mornings. Musicians may also be asked to provide musical accompaniment at additional services throughout the calendar year e.g.: Ash Wednesday, Maundy Thursday, Good Friday, weekday Lenten services, Christmas Eve or Christmas Day.

On occasion musicians have been sought to provide musical accompaniment for a special worship service or concert, or when the regular musicians are unavailable. These individuals may be members of Grace Lutheran, or from the wider community.

Very occasionally, other musicians, or out of town musical groups, in addition to the above, offer to play at a worship service as a guest musician(s), or at a concert at Grace. Details would need to be arranged/ coordinated through the Admin office of Grace Lutheran, (via email, phone or letter). Alternately, offers and requests to play might occur through a member of the congregation

and given consideration by the Worship and Music committee who make the decision whether the offer or request is accepted.

## **Policy Statement**

When Grace Lutheran initiates the hiring of a musician it will enter into a contractual agreement with the musician. This contract is typically for regular services extending through a calendar year. However, at times the musical services of a musician may be requested by Grace Lutheran Church for one occasion only (due to illness or unavailability of regular musicians).

When the services of a musician are for ongoing musical accompaniment at weekly worship services they will be paid at the current rate as per the contract/agreement for each worship service. The contract between Grace Lutheran Church and the musician explicitly describes the respective expectations and responsibilities of the musician and the congregation.

When the services of a musician are for one occasion only, they will be paid at the current rate set for their services.

When Grace Lutheran church is approached by a musician, or a musical group, offering to play at a worship service, or at a concert, their musical services will be gratefully accepted as a gift offering, with no expectation that payment will be forthcoming. However, Grace Lutheran may choose to offer a one-time gift of money to the musician(s). This decision is made with the input of the Worship and Music committee, after deliberation, and is to be in alignment with an amount agreed upon by the committee, and which falls within the annual budget amount of the Worship and Music committee designated for such purposes.

## **Payment for musical services**

- Payment to regular musicians contracted by Grace Lutheran Church will be paid by e-transfer or cheque to the individual musician on a monthly basis at the end of each month.
- Payment to a musician for one occasion only will be paid by cheque to the individual musician on the same day as the one-time occasion whenever possible,

A one-time gift of money to a guest musician or musical group will be made by cheque on the same day as the one-time occasion whenever possible. Enough time must be allotted to notify the treasurer, make a cheque and have it signed by those authorizing it.

## **Length of Notification**

As much as possible, the Worship and Music committee will provide dates well in advance of when the musical services of a musician are required (minimum notice is one week). When possible, dates are set two to three months in advance, or longer.

In the event of illness or injury of a regular musician, the Worship and Music committee will immediately endeavor to find a replacement musician. This individual may be a member of the congregation, or someone known or recommended from the wider community.

Regular musicians will notify the Worship and Music committee with advance notice of at least one month, when they know that they are unavailable to provide their musical services. Regular musicians are expected to find a replacement musician, whenever possible, and notify the Worship and Music committee when they have found a replacement, providing contact information.

If a musician, or musical group outside of the congregation, wishes to offer their musical services to Grace Lutheran, this must be communicated in writing via email, or paper copy, at least two weeks in advance of the date they wish to play. This is to ensure that the presiding pastor has sufficient time to prepare the worship service incorporating and coordinating with the musician(s), (the regular and guest musicians) any musical pieces/hymns into the liturgy being created for that worship service.

The Worship and Music committee has the right and obligation to notify and/or follow up the individual(s) as soon as possible when such notification of a cancellation, or a request to provide musical services, is received and reviewed by the committee.

When a request to provide musical services is not in alignment with plans underway, or for other reasons cannot be accommodated, this will be clearly communicated to all necessary parties.

This policy is to be reviewed on a yearly basis by the Worship and Music committee. Any changes/ revisions made are to be communicated to the church council, and the administrative assistant.

**December 20, 2023 – ratified by Church Council**