



Organ Society of Queensland Inc.
Timesheet for Church Musicians

Name: _____

Date: _____

	Activity	Hrs/wk
1	Time spent in worship services Total time spent in worship services during one regular week, including set-up time, etc.	
2	Organ practice Hymns, service music, prelude, postlude, anthems, registration	
3	Choir rehearsals Total hours spent in rehearsal, including on Sunday before worship (Score study, keyboard and/or conducting practice, room set-up, robes, handling music)	
4	Planning and selection of music Lectionary/scripture study, investigating repertoire, clergy consultation	
5	Time for extra services & preparation Good Friday: Prep _____ Service _____ Organ Practice _____ Choir rehearsal _____ Anzac Day: Prep _____ Service _____ Organ Practice _____ Choir rehearsal _____ Xmas Eve: Prep _____ Service _____ Organ Practice _____ Choir rehearsal _____ Xmas Day: Prep _____ Service _____ Organ Practice _____ Choir rehearsal _____ Other: Prep _____ Service _____ Organ Practice _____ Choir rehearsal _____ Total time in a year _____ (hours) Average in hours per week _____	
6	Maintenance of music library Sorting, filing, ordering new music	
7	Administration Seasonal planning, music budget, service leaflet preparation, recruitment, auditions, contracting musicians and organ/piano tuners	
8	Meetings Total time spent in clergy consultations, plus staff & committee meetings per week.	
9	Educational Opportunities Writing for bulletins and newsletters; teaching and participating in religious education; presentations on songs, hymns and the organ. Presenting concerts, education programs	
10	Other activities	
	Basic hours per week total	
11	Additional activities Personal development through study, conventions, seminars, workshops, concerts _____ Total time in a year _____ (hours) Averaged in hours per week _____	
	Grand total hours per week	