

ARCHDIOCESE OF CHICAGO

Office for Divine Worship

Post Office Box 1979
Chicago, Illinois 60690-1979
TEL (312) 534-5153 FAX (312) 534-5158



COMPENSATION GUIDELINES for SUBSTITUTE and OCCASIONAL MUSICIANS and for MUSICIANS at WEDDING and FUNERAL LITURGIES

The Music Staff of the Office for Divine Worship, in conjunction with the Department of Personnel Services, has developed the following guidelines regarding recommended minimum compensation for those musicians who are called upon only occasionally during the course of the year, and are not assigned a regular work schedule at the parish, i.e. substitute and occasional musicians. These guidelines also pertain to parish musicians who are paid for funeral and wedding liturgies outside of their full-time or part-time parish salary. All monetary amounts listed herein are dependent upon the skill level and experience of the musician, distance traveled, complexity of music, length of liturgy, parish's means, etc.

Musicians who have a regular work schedule at a parish, be that full-time or part-time, should refer to the 2015-2016 Salary Schedule for Directors of Music Ministry, found in the *Department of Personnel Services' Compensation Guidelines*, page 20.

Substitute or Free-lance musician:

To accompany, conduct, or cantor one liturgy (presumes 15-25 minute warm-up/rehearsal, cues/prelude time at instrument): \$100.00 -- \$150.00

For each additional liturgy without extra rehearsal: \$70.00 -- \$100.00

To engage in two of the above (i.e. accompany and conduct, cantor and conduct, accompany and cantor) for one liturgy: \$140.00 -- \$200.00 (*Please note that this model is not recommended. It is only to be used when there is no other alternative.*)

For each additional such liturgy without extra rehearsal: \$100.00 -- \$150.00

Rehearsal: To accompany or conduct: \$35.00 -- \$60.00 per hour
To accompany and conduct: \$70.00 -- \$100.00 per hour

FUNERALS: Same as above

WEDDINGS:

Note: Cantors and accompanists invited by engaged couples to serve as music ministers at some place other than their regular place of ministry are requested to respect the policies of that parish regarding liturgical practice, appropriate music selection, and personnel.

Recommended fee for each musician at a wedding liturgy: \$150.00-\$250.00

Extra rehearsals: to rehearse with other musicians more than 60 minutes prior to the official start time of the wedding (presuming 15-20 minute prelude time) or on a day other than the wedding: \$40.00-75.00/hour

While we recognize that not all parishes have the financial resources to consistently meet the above recommendations (and affirm the dedication and pastoral sense of those musicians who provide music within these communities), we hope that these guidelines will aid in providing just and equitable compensation for those who minister music in our Archdiocese.

April, 2015

The following guidelines come from The Department of Personnel Services, and are related to the hiring of Substitute and Occasional musicians. Questions should be directed to the Department of Personnel Services, 312-534-8349 or ccannova@archchicago.org.

PAYMENT FOR MUSICIANS *As stated in the 2015-2016*
COMPENSATION GUIDELINES for PARISH and SCHOOL PERSONNEL

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STAFF WORKING ON AN OCCASIONAL BASIS

All employees must be paid through the regular employee payroll, with all appropriate deductions withheld. There is no circumstance under which it is appropriate for any employee to be paid outside the regular employee payroll (e.g. in cash, with a check from the parish checking account or through accounts payable).

Occasional workers who will not be called to work more than three times during the year (e.g. someone who plays or sings only at Christmas and Easter liturgies, or someone who may be called to shovel snow once or twice during the winter when the maintenance person is absent) may be treated as outside contractors and paid through accounts payable instead of through the regular employee payroll.

Occasional workers who will be called in to work four or more times during the year must be treated as employees and must be paid through the regular employee payroll.

For additional information regarding the classification of staff as Employees or as Independent Contractors, please see the following link: [Guidelines for Employee vs. Independent Contractor](#)

STAFF WORKING AT MULTIPLE LOCATIONS

Staff working at parishes and schools of the Archdiocese of Chicago are considered to be working for one employer for the purpose of calculation of overtime and for the determination of benefit eligibility. If total hours worked in a work week exceed 40, overtime rate will apply to the hours worked over 40. If the scheduled weekly hours total 26 or greater, the person is eligible for benefits. Please contact Human Resources if you have any questions.

CRIMINAL BACKGROUND CHECKS *As stated in the* **EMPLOYEE HANDBOOK Section I. Employment Practices Criminal**

Background Checks The Archdiocese shall establish and implement uniform policies and procedures regarding criminal background information checks to review the fitness of individuals involved in the care, ministry and education of our children. Any individual who accepts a paid or volunteer position with an Archdiocesan parish, school or agency which entails or may entail unsupervised access to a child, the elderly or persons with disabilities on or after January 1, 1998, will submit to a criminal background check. Persons already in these positions, whether they are volunteers or employees, will be required to submit to criminal background checks as a condition of their continued work on behalf of the agencies, parishes and schools of the Archdiocese.