

# Alamo Chapter – AGO

## *Substitute Request*



Access to the substitute roster for the chapter is provided as a free service to religious and educational institutions, organizations and individuals seeking the professional services of an organist. Requests should be made through the Placement Coordinator who will then take the initial steps to arrange communication between requestor and a potential substitute. Occasionally, there are circumstances or seasons during the year when securing a substitute may prove more difficult (e.g., distance, worship time, holidays, etc.). Providing as much advance notice and information as possible is beneficial to the process.

Though the Alamo Chapter does not negotiate payment between parties, the provision of fair compensation is a matter of economic justice. Two important factors which impact the professional musician are skill level and time. Like many professions, skill development for the professional musician requires years of hard work and a hefty monetary investment. Personal preparation often comprises practice in addition to contracted rehearsal time. The latter may include learning new music or becoming familiar with a new organ. For more information regarding fee schedules and salary guidelines, please refer to the AGO national guidelines:

<http://www.agohq.org/profession/indexsalary.html>

Substitutes must abide by the Code of Ethics and Code of Professional Standards of the AGO, and should exhibit the same professionalism expected in any other position, e.g. preparedness, respect and punctuality. To view these documents, go to <http://www.agohq.org/about/index.html>.

So that the chapter's substitute roster may remain effective, the Placement Coordinator will conduct a follow-up communication to evaluate the experience between substitute and requesting institution/individual.

All substitute requests should be directed to the Placement Coordinator at: [placement@alamoago-satx.org](mailto:placement@alamoago-satx.org).

**Please SAVE this form after downloading.  
Once completed, save again and send to the email above.**

**1. Name of requesting institution/individual:**

Street:

City:

Zip:

**2. Date of worship service/event:**

**a. Time:**

**b. Approximate length of service/event:**

**c. Warm-up time: (This is usually a short rehearsal time before the service between organist and ensemble or cantor.)**

