

Scheduling Cantors/Accompanists																																																																
Planning Resource	<ul style="list-style-type: none"> Schedule aligned with the Liturgy Planning Cycle (<i>Today's Liturgy Planning Guide</i>) Parish Calendar (note any special services, i.e. Communal Penance, etc.) 																																																															
People Resource	<ul style="list-style-type: none"> Scheduler Cantors (listed on the schedule template with contact info) Accompanists (listed on the schedule template with contact info) Parish Office Coordinator 																																																															
Prepare schedule	<ol style="list-style-type: none"> Prepare a schedule template with dates aligned with the liturgical schedule and parish calendar. Save the schedule as a PDF – save to the website. Send by email the website link to the open schedule to the Music Ministry Distribution list As the scheduler receives responses update the schedule accordingly. As the schedule develops determine how frequently to send out the link in order to fill the schedule timely. If the schedule is slow to develop, the scheduler may need to call people and ask them directly. 																																																															
Post schedule	<p style="text-align: center;"><small>CONFIDENTIAL, 2018</small></p> <p style="text-align: center;">ACCOMPANIST/CANTOR SCHEDULE: FEBRUARY 14 THROUGH MAY 20, 2018</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Date</th> <th style="width: 25%;">5:15 pm Accompanist</th> <th style="width: 25%;">5:15 pm Cantor</th> <th style="width: 25%;">9:00 am Accompanist</th> <th style="width: 25%;">9:00 am Cantor</th> </tr> </thead> <tbody> <tr> <td>Feb 14, 2018 8:45 am ASH Wednesday</td> <td>Accompanist: Elisha Marin</td> <td>ASH WEDNESDAY - Mass: 8:45 am Cantor: School Children</td> <td></td> <td>Choir: Children's Choir</td> </tr> <tr> <td>Feb 14, 2018 5:15 pm ASH Wednesday</td> <td>Accompanist: Grace Chalmers</td> <td>ASH WEDNESDAY - Mass: 5:15 pm Cantor: Michael Blong</td> <td></td> <td>Choir: Adult Choir & Faith Formation Students</td> </tr> <tr> <td>Feb 14, 2018 8:45 am ASH Wednesday</td> <td></td> <td>ASH WEDNESDAY - Mass: 7:00 pm (SPANISH) Cantor: Raul Ramirez</td> <td></td> <td>Choir: Hispanic Choir</td> </tr> <tr> <td>Feb 17/18</td> <td>5:15 pm Accompanist Ada Theusch</td> <td>5:15 pm Cantor</td> <td>9:00 am Accompanist Ada Theusch</td> <td>9:00 am Cantor Michael Blong</td> </tr> <tr> <td>Feb 21 Communal Penance</td> <td colspan="4" style="text-align: center;">Faith Formation Students and Families Communal Penance Service: 7:00 pm Accompanist: Tonia Lauer</td> </tr> <tr> <td>Feb 24/25</td> <td>Grace Chalmers</td> <td>Jodi Blong</td> <td>Grace Chalmers</td> <td></td> </tr> <tr> <td>Mar 3/4</td> <td>Grace Chalmers</td> <td></td> <td>Grace Chalmers</td> <td>Deb Wessling</td> </tr> <tr> <td>Mar 10/11</td> <td></td> <td>Jodi Blong</td> <td></td> <td></td> </tr> <tr> <td>Mar 11 Communal Penance</td> <td colspan="4" style="text-align: center;">Communal Penance Service: 3:00 pm Accompanist:</td> </tr> <tr> <td>Mar 17/18</td> <td>Ada Theusch</td> <td></td> <td>Ada Theusch</td> <td>Deb Wessling</td> </tr> <tr> <td>Mar 24/25 (Palm Sunday)</td> <td></td> <td></td> <td></td> <td>Michael Blong</td> </tr> </tbody> </table>				Date	5:15 pm Accompanist	5:15 pm Cantor	9:00 am Accompanist	9:00 am Cantor	Feb 14, 2018 8:45 am ASH Wednesday	Accompanist: Elisha Marin	ASH WEDNESDAY - Mass: 8:45 am Cantor: School Children		Choir: Children's Choir	Feb 14, 2018 5:15 pm ASH Wednesday	Accompanist: Grace Chalmers	ASH WEDNESDAY - Mass: 5:15 pm Cantor: Michael Blong		Choir: Adult Choir & Faith Formation Students	Feb 14, 2018 8:45 am ASH Wednesday		ASH WEDNESDAY - Mass: 7:00 pm (SPANISH) Cantor: Raul Ramirez		Choir: Hispanic Choir	Feb 17/18	5:15 pm Accompanist Ada Theusch	5:15 pm Cantor	9:00 am Accompanist Ada Theusch	9:00 am Cantor Michael Blong	Feb 21 Communal Penance	Faith Formation Students and Families Communal Penance Service: 7:00 pm Accompanist: Tonia Lauer				Feb 24/25	Grace Chalmers	Jodi Blong	Grace Chalmers		Mar 3/4	Grace Chalmers		Grace Chalmers	Deb Wessling	Mar 10/11		Jodi Blong			Mar 11 Communal Penance	Communal Penance Service: 3:00 pm Accompanist:				Mar 17/18	Ada Theusch		Ada Theusch	Deb Wessling	Mar 24/25 (Palm Sunday)				Michael Blong
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Estimated Time Commitment	<p>Creating the schedule template – 1 hour per planning cycle</p> <p>Updating the schedule template – 1/4 to 1/2 hour per week</p> <p>Communicating with the Cantors/Accompanists – 1/4 to 1/2 hour every 2 weeks</p> <p>Posting to the website – 5 min per update</p> <p>Total time per week once the schedule template is created: 1/2 to 1 hr per week</p> <p>Total time per cycle: (estimating 14 to 15 weeks/cycle) = 11 – 12 hours per cycle</p>																																																															