



AMERICAN CONFERENCE *of* CANTORS

Sacred music. Spiritual leadership. Jewish life.

HIGH HOLY DAY GUIDELINES

What follows here is a basic guideline for congregations that have hired Cantors to serve them over the High Holy Days and for Cantors who have committed to serve these congregational communities. For further information please see the Placement Procedures of the Joint Cantorial Placement Commission (JCPC).

What is usual and customary for High Holy Day Commitments is worship on:

- Rosh Hashanah Evening
- Rosh Hashanah Morning (one day)
- Kol Nidrei Evening
- Yom Kippur (the entire day)

If the congregation has employed a Cantor during the previous High Holy Day season, a congregational representative should inform that Cantor about the possibility of continued service. This notification should take place as soon after the Holy Days as possible. If the congregation would like the Cantor to participate in any of the following additional services: S'lichot, Shabbat Shuvah, Tashlich, or a second day of Rosh Hashanah, the fee schedule should be adjusted accordingly. The fee schedule would also be upgraded if the Cantor would be expected to conduct services in the absence of a Rabbi or to deliver sermons or Divrei Torah.

The Cantor will work in conjunction with the Rabbi in planning the appropriate liturgical and musical elements of the service. It is highly recommended that the High Holy Day orders of service be formulated no later than 30 days prior to the Cantor's first service. It is also recommended that the congregation utilize a trained organist/pianist to accompany the Cantor and that ample opportunity for rehearsal be provided. Additionally, if a congregational or professional choir is to be participating in worship, ample time must be allotted for the Cantor to rehearse with them. The American Conference of Cantors (ACC) will provide the Congregation with salary guidelines.

An ACC Cantor shall be reimbursed for all reasonable expenses, including but not limited to:

- Airfare and baggage fees
- Ground transportation to and from the pertinent airports
- Car rental fees (if necessary)

- Mileage (according to IRS guidelines) covering all trips made in connection with High Holy Day services
- Lodging (perhaps in a hotel with a refrigerator)
- Meals (perhaps a per diem for food)
- Music ordering, copying (with all appropriate permissions), mailing, transcription, etc. (to be discussed/approved in advance)

The Cantor will send in all expense receipts according to the congregation's policy. The Cantor can expect to receive salary and reimbursement within 14 days of the final service performed by the Cantor. In some cases, an advance upon the salary can be negotiated.

An ACC Cantor is committed to liturgical and musical excellence. She or he strives to work together with Rabbis and lay leaders, Temple musicians and worshipers to create prayer that will be transcendent and participatory.

The ACC endeavors to provide all congregations with whatever is needed to ensure that the High Holy Day cantorial-congregational relationship will be fulfilling and meaningful in every way.