



AMERICAN CONFERENCE *of* CANTORS
Sacred music. Spiritual leadership. Jewish life.

Low-Residency Limited-Service Guidelines

What follows here is a basic guideline for congregations that have hired Cantors to serve them on a Low-Residency Limited-Service basis (defined as 20 hours per month or less, with or without 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) or speak with the Director of Placement.

High Holy Days

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 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 other clergy or to deliver sermons or Divrei Torah.

Shabbatot and Weekends

There are a variety of ways in which a low-residency limited-service cantor can contribute to the life of a congregation. In a typical weekend, a cantor might lead or help lead:

- Friday Night Services
- Saturday Morning Services
- Torah Study or other Adult Education
- Havdalah Programming
- Sunday Morning Programming

Preparation

The Cantor will work in conjunction with the other clergy in planning services and programming. Appropriate rehearsal and preparation time must be considered when determining duties. All preparation and duties should not exceed 20 hours per month, with the exception of preparations leading into the High Holy Days. It is highly recommended that the High Holy Day orders of service be formulated no later than 30 days prior to Rosh Hashanah. It is also recommended that the congregation utilize a trained organist/pianist to accompany the Cantor and that ample opportunity for rehearsal be provided for the High Holy Days and Shabbat, where appropriate. Additionally, if a

congregational or professional choir is to be participating in worship, appropriate time must be allotted for the Cantor to rehearse with them.

Remuneration

Remuneration should be based on the scope of involvement requested of the cantor and the length and frequency of their weekend visits. Additionally, congregations should consider offering additional benefits to the cantor, such as retirement contributions, ACC member dues, and professional development. The ACC can provide guidelines on appropriate remuneration.

Expenses

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 the pulpit work
- 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.

Relationship

We recommend that Low-Residency Limited-Service Relationships be initiated on a one-year term, with the scope of duties and remuneration outlined in a Letter of Intent that both parties sign. After an initial year of relationship, the congregation and cantor can decide to renew for an additional number of years or move on to form new sacred partnerships.