

Policy for the Use of the Organ
Duncan Memorial United Methodist Church
[Draft of 20 February 2001]

The organ is primarily intended to provide music for the worship services, weddings, funerals, and other events related to the life of Duncan Memorial United Methodist Church. The organ shall also be available to serious students of the organ for practice. Although it is intended that the organ be appreciated by both the congregation and the community, it is requested that only competent and proficient organists perform for public events. The following guidelines are provided for the use of the organ.

1. Those wishing to play the organ for rehearsal or for any event held in the sanctuary, must, first, obtain the permission of the Director of Music Ministries and/or the organist; second, arrange to meet with the Director of Music Ministries or the organist to cover the operation and care of the instrument; and, third, arrange for the return of the organ key.
2. Keys to the organ may be obtained from the pastor, the Director of Music Ministries, the organist, or the church office.
3. Arrangements for rehearsal time on the organ must be made in advance with the Director of Music Ministries. The church organist reserves the right to rehearse at any time.
4. Proper shoes must be worn while playing the organ.
5. The church organist shall have teaching privileges on the organ. Others wishing to teach on the organ must make written request for permission to the Music Committee.
6. No food or drink is allowed in the organ loft.
7. All who use the organ must sign and agree to this policy. Signed copies of the policy will be kept on file.

Unedited version approved by the Administrative Board
28 November 1989