

St. Andrew's Instrument Use Policy

Updated: April 14, 2023

St. Andrew's Episcopal Church, at the corner of North Division and Catherine Streets in Ann Arbor, Michigan, is the home of two pipe organs. One is a small, two-manual, electro-pneumatic instrument in the Chapel, built by the Schlicker Company, with recent tonal upgrades by Renaissance Pipe Organ Co. of Ann Arbor. The other is Opus 25 built by the firm of Richards, Fowkes & Co., a mechanical-action instrument comprised of two manuals and pedal, with an electric stop action. It was installed and dedicated in 2021-22 and sits at the front of the main church. A Yamaha grand piano is at the front of the church, and a smaller grand piano is in the chapel. **This policy will be in effect for the use of any instrument at St. Andrew's.**

1. Use of these instruments and spaces is first reserved for the Church and its liturgical and worship needs. Such use includes weekly worship, including on Sundays, Wednesdays, and Fridays. Occasional needs for feast days, funerals and memorial services, and weddings may also occur which may require a change in scheduling with fairly short notice. These events will be scheduled around reserved time when possible, but if necessary, worship will take precedence. Respect for this need is a prerequisite for future scheduling.

2. All persons requesting time for teaching, practice, or performance, must coordinate their schedule with the Director of Music (dfriauff@standrewsaa.org) who will coordinate with the Parish Administrator to schedule the spaces in consultation with the Rector/Clergy in Charge. After this consultation, the Director of Music's decision is final in regard to the use of any and all church musical instruments.

3. No use of the instruments or spaces is permitted without prior authorization. Authorization is only given to one individual at a time. Due to frequency of use and the needs of an active parish music program, scheduled time must be followed closely. Additional time must be requested in the same way as the original time was scheduled (dfriauff@standrewsaa.org). Use of programmable combination action on the church organ will be assigned by the Director of Music for those who have regularly scheduled practice times, or who are preparing a recital on the instrument. No recording of the instruments may take place without prior authorization.

4. St. Andrew's is an active parish. Many members and staff may pass through the church during the day to accomplish their own tasks, so absolute quiet cannot be guaranteed. Be aware that the church is kept at 68 degrees Fahrenheit during heating season. St. Andrew's is not air conditioned and can be quite warm and humid during the summer months.

5. All persons must enter the Church building via the door located at the north side of the Memorial Garden (entered through the iron gate from the Catherine Street parking lot) and check-in with the person at the Church Office Volunteer Desk or the Administrator who will document your presence and when you leave. The same process in reverse is requested upon departure. It is preferred that all teaching and practicing be done during Church Office Hours, but occasionally additional arrangements may be made. No keys will be distributed on a permanent basis, but a key may be loaned for a defined period of time. A deposit of \$25.00 is required for each key requested and approved. Except in emergency, all persons are to enter and depart the building using the Memorial Garden door. Doors found opened and not securely locked may result in loss of privileges.

6. Due to the active nature of the Music Program of the Church, practice time is limited. Time needed for preparation for lessons and recitals may be negotiated with the Director of Music.

7. It is recommended that beverages not be taken into worship spaces. Water coolers are available in the Parish Hall and Office. Any beverages must be held within a sealed container that can be closed to prevent spillage. At no time should beverage containers be placed on the instruments themselves. Any marks or other damage will be the responsibility of the person who caused it, with necessary actions taken to restore the finish of the instrument. Food is not permitted in worship spaces. Please remove and stow muddy or wet shoes away from the organ bench.

8. Currently, persons engaged in practice on any of the instruments are not required to wear masks during practice time. Any change in this policy will be at the direction of the Vestry of St. Andrew's, whose decision is final on this matter. Such changes will be communicated to each person as needed.

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