

OPERATING PROCEDURES THE NATIONAL PLANNING COUNCIL

The Council is comprised of ten active members of the Association, each elected to serve a three year term. The terms are staggered (three or four elected each year) to provide continuity in the operation of the Association. The newly elected Council members begin serving their terms of office at the close of the Workshop during which they were elected. The Council generally meets after the close of the annual workshop, as well as before the beginning of the Workshop, and during the Workshop as needed.

The Executive Committee is comprised of the Council President, President-Elect, Secretary, and Treasurer, as provided by Article VI of the ADM Bylaws. These officers are elected by the current Council members at the first meeting of the Council following the Annual Business Meeting. The Council members eligible for election to the office of President-Elect are the members who have served on the Council for at least one year at some time, currently or previously, and whose terms do not expire at the close of the Workshop. Any Council member whose term is not expiring may be elected to the office of Secretary or Treasurer, including those newly elected Council members whose terms have not yet begun. The current President-Elect shall succeed to the office of President. The new Executive Committee begins its term of office at the close of the Workshop, and serves for one year.

The officers may be nominated by a committee appointed by the President. This committee may include the Past-President, the outgoing Council members, or any combination of three to form a three-member committee.

RESPONSIBILITIES OF OFFICERS

President

1. Sets and advises Council members and nominees of council meeting times (usually one day before and one-half day following the Workshop as needed.) Itemizes agenda and may give copies to the council members or display on chalkboard, flip-chart, etc.
2. Appoints the following:
 - a. Workshop Chairperson for the Workshop to be held two years ahead of the present Workshop.
 - b. Nominating Committee (appointed by Executive Committee) for new Council member nominees to be presented between the current and next workshop, and to be voted upon at the next workshop. (Bylaws Article V, Section 5.) Also see Nominating Committee Guidelines, and ADM Profile résumé sample sheets in the Appendix.
 - c. Nominating Committee for officers of the Executive Committee of the Council (from Past-President and outgoing Council members).
 - d. Budget Committee: may be Treasurer, next year's Workshop Chairperson, representative from DHM.
3. In consultation with the Workshop Chairperson, schedules Annual Business Meeting to be held during the Workshop so that it will appear on the printed Schedule of Daily Events.
4. Is responsible for orientation of new members to the Council. Informs nominees of the meetings they will be expected to attend during the Workshop, as well as those scheduled following the Workshop during which they will be elected (in enough time to make travel arrangements well in advance). Distributes copies of the Council Handbook to the new Council members.
5. Requests photographs of each newly-elected Council member, with biographical information, to be sent to the the editor of the Newsletter and to DHM by September 1 following the annual Workshop.
6. May preside at the Banquet during the Workshop, plan the Agenda, such as introductions and involvement of others, may invite dignitaries to attend, and be responsible for someone to act as their hosts.

7. May give greetings and ADM and Workshop purpose to the audience at the opening of the final concert. May introduce the guest clinicians who conduct, accompany, or assist in the Concert. Give thanks to those providing facilities at the college or church.
8. Acts as the liaison, or appoints such to attend the General Assembly.
9. Writes "From The President" articles for the ADM Newsletter.
10. Plans Council dinner at beginning of summer workshop.

President-Elect

1. Monitors and assists the President in all duties, in effect, being trained for the Office of President.
2. Acts as Public Relations Chair and delegates duties of marketing and advertising.
3. Hosts Past President event for summer workshop.

Secretary

1. Sends typed copies of the minutes of Council meetings to all Council members and to the DHM within sixty (60) days after the Workshop ends.
2. Sends typed copies of the minutes of the Annual Business Meeting to all Council members and to the DHM.
3. Reads minutes of the previous Annual Business Meeting at the one held during the current Workshop.
4. Sends addresses of all Council members to all Council members and to the DHM. Requests these at the meeting following the Workshop. Includes the names and addresses of Clinicians (if possible).
5. Sends letters of congratulations, cards of condolences, etc. when applicable.
6. Sends names of new Council members to the ADM Newsletter.
7. Is responsible for determining the manner of expressing Council's appreciation to the outgoing President and outgoing Workshop Chairperson.
8. Updates Secretary's Book to include the five most recent years of records:
 - a. Copy of the Constitution/Bylaws and any changes made
 - b. Copy of the Council Handbook and any changes made
 - c. Record of all financial report sheets
 - d. Yearly membership roster
 - e. Council meeting minutes
 - f. Annual Business Meeting minutes
 - g. Add to Workshop sheets, which include Nominating Committee, site, officers, and Workshop Chairperson, new Council members, Clinicians, Major Works
 - h. Workshop Schedule
 - i. Organ and Closing Concert Programs
 - j. Copy of Nominating Committee Report to attach to Council Meeting Minutes
9. Sends current workshop materials to the Disciples of Christ Historical Society (see #8)

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Disciples of Christ Historical Society
1101 Nineteenth Ave. S.
Nashville, TN 37212-2196
(615) 327-1444
Fax (615) 327-1445
<mailto:dishistsoc@aol.com>

Treasurer

1. Prepares and disseminates a projected budget for the Annual Workshop two (2) years in advance. (See Appendix)
2. Prepares and disseminates a projected budget for the general operation of the Association each year. (See Appendix)
3. Enters into contractual agreements with major clinicians and option leaders for the Association at the request of the Workshop Chairperson. Copies of the above are to be sent to the Workshop Chairperson, the appropriate clinician liaison and the representative of the Disciples Home Missions. (See Appendix)
4. Prepares and presents the Financial Reports at the Annual Business Meeting of the Association. The report shall cover:
 - a. Current operation receipts, expenditures and balance for ADM. (See Appendix)
 - b. Previous year's Workshop receipts, expenditures and balance. (See Appendix)

FINANCE

The Council is responsible for the financial stability of the Association through the office of Treasurer and in consultation with the Disciples Home Missions.

The Council is also responsible for making decisions regarding the investment and general maintenance of all Association funds and shall utilize the banking services available through The Christian Church (Disciples of Christ), Disciples Home Missions.

Real and necessary expenses incurred by Council members on behalf of ADM are reimbursable as shown below. Care should be taken to inform the DHM as to whether reimbursement is to be sent from the Workshop account or the ADM account.

Council Members

1. Workshop Registration fee, exclusive of dues and lodging.
 2. Lodging (housing and meals) for pre-Workshop meetings, plus breakfast and lunch for post-Workshop meeting. An expense card will be required.
 3. All long-distance calls in connection with ADM business. Submit a photocopy of the telephone bill when requesting reimbursement.
 4. All postage involving ADM business, by informing the DHM.
1. Non-reimbursable expenses include travel and meals to and from the workshop.

Workshop Chairperson and President

1. In addition to the above, all transportation, meals, and lodging, for both pre-workshop site visitation, and the Workshop.
2. Any expense not reflected above should be discussed with the DHM prior to incurring the expense.

THE ANNUAL BUSINESS MEETING

The Annual Business Meeting of the ADM Membership which takes place at the Workshop is conducted by the President. The Agenda should include the following:

1. Secretary's reading of the minutes of the previous Annual Business Meeting.
2. Treasurer's Report, including hand-outs showing the status of the ADM account and any special accounts, any certificates of deposit, and the Workshop account.
3. Vote of any proposed change in bylaws.
4. Recognition of:
 - Charter members present
 - Past Presidents present
 - Past Program Chairs present
 - Special guests
5. Report of the Nominating Committee by the Chairperson of the Committee appointed the previous year, placing the slate of new Council members in nomination. Opportunity shall be given for nominations from the floor, if consent of nominee has been obtained. Election shall then take place.
6. Introduction of the Nominating Committee who will be seeking names to be considered for placing into nomination for council during the coming year and elected at the next Annual Business Meeting.
7. Announce site and any known Clinicians for the following year's Workshop.
8. Other business deemed necessary by President, Council, or Workshop Chairperson.

NOMINATING COMMITTEE

The Nominating Committee shall take into consideration the following leadership characteristics in selecting nominations for Council Member election:

1. Able to assign and define responsibility
2. Able to deal with diversity
3. Able to state opinions clearly and work with others, using the tools of negotiation and compromise
4. Shall be a self-starter

The Nominating Committee shall consider nominations in relationship to the present Council Members. Consideration will be given to strengths and weaknesses, degreed and non-degreed, as well as to sex, age, and geographical location. Representation shall include:

1.
 - a. Professional, full-time in a church or college
 - b. Part-time musician with a church, may or may not have a degree
 - c. Volunteer, (unpaid) may or may not have a degree
 - d. Pastors, seminarians, and other non-musical church positions
2.
 - a. Those who have served previously on the Council
 - b. Those who have never served before
3.
 - a. Organists
 - b. Choir directors
 - c. Higher education positions
 - d. Clergy
4.
 - a. Have a history of workshop attendance
 - b. Commitment to attend workshops during the three year term of a council member

PUBLIC RELATIONS

The Council is responsible for the promotion of the ADM Purpose as stated in the bylaws. The President may, if he wishes, appoint a committee, chaired by the President-Elect, to achieve this purpose. Council shall seek to establish a national awareness of the Association through contacts within the regions of the Christian Church (Disciples of Christ) and their various publications.

Council shall make every effort to publicize all ADM Workshops in the Church's nationally disseminated printed media such as *The Advocate*, *The Disciple World* and regional publications and leadership packets, and through other music organizations.

Requests for inclusion in Calendar of Workshops shall be sent to the following:

Disciples Home Missions
P.O. Box 1986
Indianapolis, IN 46206-1986
888-346-2631

Disciples World
P.O. Box 11469
Indianapolis, IN 46201-0469
317-375-8846
advertising@disciplesworld.com
American Guild of Organists
"The Organist"
475 Riverside Drive, Suite 1260
New York, NY 10115
212-870-2310

Fax: 212-870-2163
info@agohq.org

American Choral Directors Association
P.O. Box 6310
Lawton, OK 73506-0310
580-355-8161
Fax: 580-248-1465

Music Educators National Conference
1806 Robert Fulton Dr.
Reston, VA 20191

Choristers Guild
2834 West Kingsley Road
Garland, TX 75041-2498
972-271-1521
Fax: 972-840-3113
choristers@choristersguild.org

The AGEHR, Inc.
1055 E. Centerville Station Rd.
Centerville, Ohio 45459
800-878-5459
Fax: 937-438-0085
office@agehr.org

Also, contact the webmaster of the Christian Church page to be added to the web's Calendar of Events.
<dferrrell@cm.disciples.org>

Investigation shall be made into the expense of small ads in AGO, ACDA, Choristers Guild, AGEHF. Articles concerning the Workshop shall be sent to **The Advocate, The Disciple World**, and regional publications of the Christian Church (Disciples of Christ). The President-Elect or appointee should write for deadlines for publications of all associations listed and make a timetable of publication deadlines.

Real and necessary expenses incurred by this committee in pursuit of these goals shall be validated by the President-Elect and reimbursed by ADM.

ADM NEWSLETTER

The Council shall publish a Newsletter and shall appoint a publisher/editor to accomplish this purpose. Three to four issues shall be paid for out of the ADM General Operating Account and a fourth or fifth issue dedicated to the upcoming workshop shall be paid for out of the Workshop Budget. These issues shall be mailed to all dues-paying members including participants of the past three workshops. This is to be accomplished through and with the assistance of the Disciples Home Missions. All Council members shall support this work by helping to locate contributors of articles for the Newsletter and/or submitting information for publication themselves.

The following schedule and material suggestions are recommended:

ALL CHURCH MAILING

Fall Promotional Flyer: Mailing to all Disciple churches regardless of ADM membership. Brief review of prior workshop and promotion of the following year in time for budget discussions.

MEMBERSHIP AND COMPLIMENTARY ISSUE LIST:

Post Workshop Issue: Materials deadline August 15 for September issue. Material suggested: Workshop reflections, Thanksgiving, Advent, Christmas materials.

Winter Issue: Materials deadline November 15 for December issue. Material suggested: Lent and Easter materials.

Spring Issue: Materials deadline February 15 for April issue. Material suggested: Pentecost, summer projects, workshop promotion & new council member nominees.

Summer/Workshop Issue: Materials deadline April 15 for May issue. Material suggested: Workshop Promotion.

Materials good anytime: Choir programs, worship materials, dedication services for hymnals and organs, special programs, articles on choirs, instrumental usage, cantatas, musicals, special worship events, worship with children, youth, organ recitals and programs, orders of service, review of anthems, etc.

Personals: News of people familiar to ADM membership, events of importance, weddings, new jobs, honors, etc.

Pictures: Good black and white glossy which will be returned after usage, or jpg files sent through e-mail. Group pictures of choirs, special services, directors, organs, buildings, musical facilities identified appropriately.

Basic Policy: Every effort will be made to use all materials but it is at the discretion of the editor to edit and determine which issue in which materials will be used.

ADM WEB SITE AND E-MAIL LIST

The Council shall establish a web site and shall appoint a Web Master to maintain it. The web site shall be a means of introducing ADM to a larger audience and contain pertinent information concerning membership and registration. An archive of past events will also be established to inform the membership and advertise ADM to a wider public. Council members and program chairs are responsible for providing information regarding events to the Web Master in order to keep the site current. This would include but is not be limited to:

1. Changes in council representation
2. Workshop schedules
3. Clinician information
4. Helpful contact and travel information, etc. to assist potential workshop participants

As of the 2004 printing of this Handbook, the web site is hosted by Also Networks.
Contact: <sruli@alsonetworks.com>

The Council will also designate an e-mail list manager for redirecting information. This may include prayer requests, job opportunities, questions about worship and music, and personal news that may be of interest to the ADM audience. The list may not be used for forwarding spam, jokes, and other non-personal items.

MEMBERSHIP

The Council is responsible for the maintenance of a membership roster and the President may appoint a Chair to oversee this responsibility. The Chair shall coordinate this information with the office of Disciples Home Missions and provide a current mailing list to the Newsletter Editor.

The Membership year is from the first day of the Annual Workshop to the day before the following Annual Workshop. Notices shall be sent to those whose membership has lapsed.

ADM ADVOCATE/RESOURCE PERSON

If appointed by the President in consultation with the executive council, the Advocate/Resource Person could:

1. Increase the presence of ADM with DHM. (Ex., meet with DHM president, attend board meetings, get on equal footing with other groups in DHM)
2. Assist the ADM council in coordinating activities with DHM and the general church. (Ex., singing, hosting hospitality room, etc. at General Assembly, Regional Assembly, Quadrennial, Convocation, NAPAD and youth events)
3. Provide rationale and historical perspective to DHM and ADM Council to clarify our existence, procedures and vision.
4. Increase visibility within the church.

Appointments are at the discretion of each President after consideration of each council's strengths and needs. Due to the continuing communication aspect of this position, the same person may be appointed by successive Presidents.

DISCIPLES HOME MISSIONS LIAISON

Disciples Home Missions shall provide a liaison to serve as ADM advisor working with the ADM Council in the areas of finance, workshop and administration. The liaison shall:

1. Send quarterly financial statements to executive committee with line items of actual workshop expenses and ADM expenses/receipts.

2. Receive national dues and send membership cards.
3. Work with President-Elect in advertising and promotions through general church publications; regional newsletters, especially regions of and surrounding the next workshop.
4. Provide assistance in site selection and contracting with conference services (housing, food, classroom, worship space, other performance areas).
5. Receive workshop registration and send confirmation letters.
6. Provide secretarial support for workshop to include roster with complete, updated names, addresses, e-mail addresses, phone/fax numbers, and church position; and names badges, preassembled with first-timer recognition.
7. Provide on site support at annual workshop by assisting with registration and site management.
8. Write checks for first timer scholarships, clinicians, and other reimbursements as directed by ADM council treasurer.
9. Compile statistical data and comment summary from workshop evaluation forms to send to Council, Newsletter Editor and other Workshop Chairs.

COPYRIGHT PERMISSION

ADM has two (2) hymns copyrighted. They are "We Remember," a communion hymn, and "We Thy People God Confessing," tune "Joyful, Joyful." They were copyrighted in 1983 as a result of a hymn competition. There are copies available for hymnbook addition in the Office of Disciples Home Missions at the cost of \$0.02 each. The form letter below can be used for copyright permission. There is generally no charge for any Disciple organization wishing to use these hymns. Compensation may be asked for from other groups (nominal), if desired.

Date _____

To _____
Person/Organization

ADM (Association of Disciple Musicians) grants the above named person or organization permission to use the hymn _____ for reproduction. ADM holds the copyright for this hymn since 1983.

There is a fee of _____. There is no fee with this permission_____.

Additional copies for use in the back of hymnals can be obtained from the Disciples Home Missions for the nominal fee of \$0.02 each.

Use it with our blessing.

Sincerely,

President of ADM

THE ANNUAL WORKSHOP

The Council shall be responsible for the planning and administration of an Annual Workshop for Church Musicians. After consultation with the representative from the Disciples Home Missions, it shall select and secure sites and facilities for such a workshop. It shall also contract with major clinicians and options leaders. The President shall appoint the Workshop Chairperson and such other appointments as are necessary to insure the success of the Workshop.

All of these responsibilities should be discharged a minimum of two years in advance of the workshop but not more than four years in advance. It is recommended that sites and dates be set three or four years before the workshop and major clinicians contracted two years before.

Major clinicians shall be selected for the following workshop presentations:

- Choral performance and rehearsal techniques
- Organ performance and service playing
- Worship leadership/liturgy-lecture
- Handbell choirs performance/rehearsal techniques

In addition, Options Leaders and/or other clinicians shall be selected by the Workshop Chairperson in consultation with the Council to provide leadership in supplemental areas such as Hymnology, Voice Masters Class, Liturgical Dance, Technology, Children/Youth Choirs, and others as deemed helpful by the Council.

Council shall also have the responsibility of setting rates of compensation for the various clinicians and option leaders, and of approving projected Workshop Program Budgets a minimum of two years in advance. The following list of compensations shall be used as a guideline:

1. Clinicians: In addition to their fees, clinicians also receive all travel expenses (not to exceed coach class airfare), housing (in dormitory if possible), meals; other arrangements may be negotiated.
2. Workshop Chairperson shall have all Workshop expenses, including travel, paid.
3. Council Members (other than Workshop Chairperson) shall receive their registration fee, exclusive of dues.
4. Option Leaders shall be compensated at the rate of 1/5 the cost of registration per day, except that the minimum daily rate of compensation shall not be less than \$60.00. Option leaders who have performance responsibilities on the final concert will receive compensation for one day at the daily rate for that performance. The total compensation received will not exceed the cost of registration (unless registration cost is less than \$300).
5. Chapel Choir and ADM Chorus accompanists will be considered an option leader and be compensated the same way (see item 4).
6. Contracts for option leaders (including paid accompanists) will reflect this policy and will give these leaders the opportunity to decline monetary compensation, receiving instead a letter thanking them for donating the fair market value of their services to ADM. A letter of explanation will accompany the contracts.
7. Leaders of reading sessions, accompanists for reading sessions, and service players will not be compensated but will receive a letter of thanks noting the fair market value of their donated services.

A Workshop Chairperson shall be appointed by the President. This person shall have the responsibility of the overall planning of the upcoming Workshop. The following timeline delineates this person's duties.

WORKSHOP CHAIRPERSON

Two years (or more) before the Workshop:

1. Determine, with the Planning Council, a prioritized list of clinicians for each major area. Determine the type of presentation desired from each clinician.
2. Make initial contact with each clinician (Appendix).
3. Follow first letter with additional letters and /or telephone contacts. When agreement is reached, immediately forward clinician's name and other pertinent data to ADM Treasurer who will issue a letter of agreement (Appendix) which should include all items agreed upon by Workshop Chairperson and Clinicians.

One year before Workshop:

1. At the preceding Workshop, select ADM members, (usually Council members), for Clinicians' Liaisons and sub-committee chairpersons (see job descriptions following).
2. Immediately after the preceding workshop write to each chosen Clinician in order to introduce the liaison person and illuminate their role.
3. By October 15, check to see that all liaisons and Chairpersons are up-to-date on their timelines. By this time, all Workshop leaders should have been chosen and contacted.
4. By November 15, after conducting on-site inspection of facilities with representative of Disciples Home Missions, assign rooms for each Workshop event. Also by this date, all information pertinent to the first brochure should be forwarded to the DHM and to the Editor of the Newsletter and Web Master along with a cover letter, which is to be sent with the brochure. Check other timelines.
5. By January 15, the Workshop Daily Schedule should be set and all information for the second brochure should be sent to the DHM and the Newsletter Editor and Web Master. In addition, all Major Works to be performed should be selected and this information sent to the music supplier(s) and the Newsletter Editor and Web Master. Check other timelines.
6. By May 15, (1) Special needs of any workshop leaders should be forwarded to the DHM, and all details should be worked out; (2) An Official photographer to take black and white glossy pictures for the Newsletter should be chosen from the membership; (3) Provision should be made for making and distributing professional quality tape recordings of Workshop Concerts and other important events; and (4) Necessary copyright usage permission should be obtained. Check other timelines.
7. At the Workshop: Act as liaison to site personnel. Make sure needs of Clinicians and Option Leaders are met. Assign Council Members to write all necessary thank you notes, and to send copies of same to Workshop Chairperson.
8. By October 15, (following the Workshop) read all evaluation forms (compiled by the DHM liaison) and forward a summary of them, along with personal observations, to succeeding Workshop Chairperson, DHM, and all Council Members. Also make sure all thank-you letters have been written.

In addition to the above, the Workshop Chairperson or his/her designee is responsible for:

1. The program (if any) of the closing reception.
2. Keeping within the Program Budget for the Workshop.

The Workshop Chairperson has the responsibility of choosing a liaison person for each Clinician, and Chairpersons to oversee the following responsibilities:

1. Local arrangements and on-site liaison (optional).
2. The Workshop Newsletter, *The Voicer*.

3. Options.
4. Social activities.
5. Exhibitor/distributor liaison.

CLINICIAN LIAISONS

Following a letter to the Clinician from the Workshop Chairperson identifying the Clinician Liaison, the Liaison shall do the following:

1. Before the end of the current Workshop, secure the name, telephone number, and address for your Clinician. Where necessary, secure the name, telephone number, and address of Clinician's manager. Make sure details as to what the Clinician will do at the Workshop are lined out.
2. Write the Clinician, identifying yourself, welcoming the Clinician, reiterating the site, date and duties, and ask for the following:
 - a. Vita and black and white photograph by October 1.
 - b. Titles of sessions by December 1.
 - c. Ask for any special needs; e.g. handouts, etc. by January 1. Also ask for any publications the Clinician might like to have available on display for perusal or sale.
 - d. Inform Clinician of ADM position on copyright laws. (See Appendix)
3. Keep in touch with the Clinician throughout the year following the previously outlined Chairperson timeline.
4. Send copies of all correspondence to and from the Clinician to the Workshop Chairperson.
5. Send vita and photograph to the Workshop Chairperson by October 15.
6. Send titles of sessions to the Workshop Chairperson by December 15.
7. Send repertoire list and book list to the Workshop Chairperson.
8. Liaison should receive a copy of the Clinician's contract from the Treasurer for his/her informational files.
9. By June, ask Clinician for information regarding their travel arrangements. Reply to the Workshop Chairperson with this information. See that Clinician knows where to come, when to arrive, where he/she will stay. If possible, greet him/her when he/she arrives and extend an invitation to all activities.
10. Maintain contact at Workshop. See that all needs are met: check room, instruments, supplies, hymnals, books, music, etc.
11. After the Workshop, write a thank you note to the Clinician. Send a copy to the Workshop Chairperson.

Certain Liaisons will have additional responsibilities pertaining to their Clinician. These specifics follow:

CHORAL LIAISON

BEFORE THE WORKSHOP

1. Obtain repertoire for all Choral Groups by January 1, and send to Program Chairperson and to the supplier.
2. Project rehearsal needs and discuss with Program Chairperson in advance of workshop. Negotiate special rehearsal needs, or site problems with Choral Clinician.

AT THE WORKSHOP

1. Arrange physical set up, usually handled through Workshop Chairperson and site liaison. (Chairs, lights, air conditioning, music stands, piano, organ, etc.)
2. Arrange Concert set-up. (Instruments, risers, stands.)
3. Submit final concert program to workshop chair for preparation, proofreading, and preparation.
4. Determine concert dress. It is helpful if this information can be publicized in pre-workshop information.

ORGAN LIAISON

BEFORE THE WORKSHOP

1. Obtain information about the organs used for worship, concert, and option classes and make available to clinician and service accompanists.
2. Provide help to Workshop Chairperson and Worship Liaison in securing organists for worship services as needed.
3. Seek volunteers for Master Class or demonstration according to clinician's needs.

AT THE WORKSHOP

1. Coordinate rehearsal schedules for all performing organists.

WORSHIP LIAISON

BEFORE THE WORKSHOP

1. Coordinate planning of worship and worship sessions with Workshop Chairperson and Worship Clinician and secure needed instrumentalists for services. Specify that all congregational songs must include music as well as text if using songs not available in the hymnals.
2. By January 1:
 - a. Have an outline of all major worship services with broad outlines listed and primary worship leaders assigned. Send this information to Workshop Chairperson, Organ Liaison and Chapel Choir director for planning of music for worship services.
 - b. Finalize themes for major worship seminars.
 - c. Begin process of securing permission for use of all Copyrighted materials in worship booklet. ADM has a list of publishers which can be secured from the previous Worship Liaison.
 - d. Find out what hymnals are available, and if needed, make arrangements for use of *The Chalice Hymnal* from Christian Board of Publication, local churches, or regional offices.

4. By April 1, finalize all workshop materials for printer and, if possible, the preparation of a Worship Book for the workshop.

AT THE WORKSHOP

1. Make arrangements for all physical facilities, communion ware, vestments, banners, hymnbooks, instruments, room set up, etc. for worship and worship seminars. If services are not held in a church or chapel, make arrangements for all worship altar ware.
2. Select worship participants for various worship services and coordinate each service working with Clinician, organist, chapel choir, and liturgists. It is good to use Council members, but this is also an opportunity to involve new people in the life of the workshop.

HANDBELL CLINICIAN LIAISON

BEFORE THE WORKSHOP

1. The biggest challenge for the Handbell Liaison is to find bells to be used for the workshop. (A minimum of two sets of five octaves is recommended.) This liaison should coordinate efforts with the Workshop Chairperson and the Local Arrangements Liaison. Some suggestions are:
 - a. See if host college has bells that could be used.
 - b. Ask the Local Arrangements Liaison to check with local churches for bells to use.
 - c. Ask the Clinician for suggestions. Some clinicians have ties with one of the bell companies and may be able to make arrangements to have bells furnished.
 - d. Contact Schulmerich, Malmark or other bell companies for loan of bells.
 - e. Arrangements should be made at the same time for pads, table covers, gloves, and music stands.
 - f. Find out from the Clinician how many tables are needed and tell Workshop Chairperson.
2. Repertoire
 - a. Clinician should be asked to choose the repertoire for the special performing group playing at the final concert. Past repertoire is available on the ADM web site and can be used for guidelines. Emphasis should be on solid music, nothing too flashy. Ringers for special group are mostly directors. Music should not be too difficult. Order 15 copies of the concert music from the supplier.
 - b. Clinician should be asked to furnish a repertoire list for the reading session. Order around 40 copies from the supplier.
 - c. Send copies of both lists to the Workshop Chairperson.

AT THE WORKSHOP

1. The Liaison should check on the room assignment and make arrangements to have bells and all other equipment in place for the workshop opening.
2. Arrangements will need to be made for bell choir set-up for the final concert.
3. The Liaison should make arrangements with the Workshop Chairperson for the return of all bell equipment. This is a big job, so lots of help is needed.

CHILDREN/YOUTH CHOIR CLINICIAN LIAISON

BEFORE THE WORKSHOP

1. Assist in assembling demonstration singers, if needed, in consultation with Clinician. Suggested sources include: Area churches or schools, Clinician's Workshop-area contacts.
2. Make advance arrangements for needed equipment, i.e. Orff, percussion, audio. Suggested sources: Clinician's personal resources, Workshop area churches and schools, music dealers, ADM members.

AT THE WORKSHOP

1. Coordinate Clinician's needs for sessions/demonstration equipment (Orff or percussion instruments, audio equipment). Assemble, load/unload and move as needed.
2. Acknowledge any workshop assistance by area musicians, churches, schools, etc. in providing singers and/or equipment.

OPTIONS CHAIRPERSONS

BEFORE THE WORKSHOP:

1. By October 15:
 - a. Contact by phone or in writing ADM members who have been appointed by the Workshop Chairperson to lead the options to be offered at the workshop.
 - b. Begin the process of obtaining material to be covered in each option session, option title(s), and material needs by the option leader.
2. By January 15:
 - a. Obtain from all option leaders repertoire lists and any other titles for packets or display and forward this information the Workshop Chairperson.
 - b. Ascertain, for each option leader, any needs which ADM should meet (i.e. hand-outs, tables, audio-visual equipment) and forward to the Workshop Chairperson.
 - c. Alert all option leaders to ADM's Copyright Policy.

AT THE WORKSHOP:

1. Make sure option leaders have material and facilities necessary to conduct their classes. (i.e. hymnals, pianos, chalk, video equipment, etc.)
2. Determine contacts for tech assistance, keys, lights, etc.

EXHIBITORS/DISTRIBUTORS LIAISON

BEFORE THE WORKSHOP:

1. By October 15, send letters of invitation to Exhibitors/Distributors. It is strongly suggested that exhibitors be limited to one music publisher, preferably the one who distributes music for packets, etc., and one handbell manufacturer if they are providing bells for the workshop. Vendors used in the past:

American Music Company - choral, organ, general
(816) 415-8995 or (800) 369-2624
Fax: (816) 415-8996
americanmusic@sprintmail.com
Contact: Don Koller

Cokesbury - hymnals, books, and liturgical supplies
(800) 672-1789
cokes_serv@cokesbury.com

Jeffers Handbell Supply - handbells and supplies
(800) 547-2355
Fax: (803) 781-3020
Contact: Ann Jeffers

2. By January 15, check with Exhibitors/Distributors to see if they have received all repertoire lists and packet requests from all choral groups, Organ Clinician, Organ Option Leader, Handbell Clinician, Anthem Reading

Leader, and other Option Leaders, if applicable. Contact sub-committee chairperson or liaison if any material has not been forwarded.

AT THE WORKSHOP:

1. Check to see that exhibitors' needs are met, especially that sufficient room is available.

LOCAL ARRANGEMENTS CHAIRPERSON

(if appointed)

If appointed by the President in consultation with the Workshop Chairperson, a local arrangements chairperson will work with both officers and the DHM representative in making all necessary arrangements for the smooth operation and function of the Annual Workshop on site.

SOCIAL ACTIVITIES CHAIRPERSON

(if appointed)

BEFORE THE WORKSHOP:

1. By November 15, determine, with Workshop Chairperson, the times and site for Opening Reception, Fun Night/Follies (if any), Banquet, and Closing Reception.
2. By May 15, the Program for all of the above should be established. The purpose of the Opening Reception is to encourage "mixing" and the recognition of first-time members. The program should be planned accordingly.

AT THE WORKSHOP:

1. Orient first-timers or appoint an assistant for that purpose.
2. Work with Council, Program Chair, and Local Arrangements Chairperson to provide activities for the free afternoon.
3. Decorate for special events such as Receptions and Banquet.

OFFICIAL ADM PHOTOGRAPHER POLICY

The ADM Official Photographer will visually record all events of the ADM Workshop. This will include all options, seminars, rehearsals, evening events, and special functions. The Photographer will receive a film allowance of up to \$50.00 and will have the workshop registration fee reimbursed for the annual workshop. Processing costs will be paid by the workshop account. If possible, film should be processed at the workshop site and pictures either sent or given to the Newsletter Editor and Web Master and copies of the best representative pictures will be sent to the Historical Society once appropriate identification has been completed.

RECORDING TECHNICIAN

The ADM Recording Technician will record Worship Seminars, Sermons, Organ Recital, Follies, Closing Concert and other events deemed necessary by ADM and the Recording Technician. In return, the Recording Technician will have the workshop registration fee reimbursed. Cassettes and/or CDs will be made available for sale to the membership. A copy of all recordings (preferably CD format) will be sent to the Historical Society.

ADDITIONAL NOTES

1. All persons serving ADM in the above capacities should retain copies of pertinent correspondence. This file should be forwarded to their successors at an appropriate time to facilitate continuity from year to year.

2. All real and necessary expenses incurred by the Workshop Chairpersons and Liaisons on behalf of the ADM Workshop shall be validated by the Workshop Chairperson, given to Treasurer, and reimbursed by ADM.

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