



Minutes
GOMSF CHURCH MUSIC FEDERATION
PRIMARY BUSINESS MEETING

August 24, 2018
Saint Spyridon, San Diego, CA

President Liz Levy called the meeting to order at 9:30 a.m.

Father Andrew Scordalakis opened the meeting with hymns and prayer.

President Levy welcomed attendees to the meeting, along with Conference Chair, Kathy Meck, who gave an overview of the upcoming highlights of the conference.

Kay Harkins reported 24 delegates and 8 board members in attendance representing 16 parishes of the Metropolis.

Minutes of the April 21, 2018 Secondary Business meeting were presented by **President Levy** for approval. **Carol Cach** moved to accept, and **Meg Jakovas** seconded. Minutes were approved with one abstention.

In the absence of treasurer Costa Kourtis, **Mario DiGiovanni** presented the treasurer's report. The budget is still in the final preparation phase. Mario explained several of the budgetary considerations and the plans so far to reduce the amount of money spent on travel for National Forum events and for hardcopy mailings. When final numbers are in from the conference and the ongoing stewardship appeal the budget will be finalized for approval. As the budget had not been completed **Chris Canellos** moved that that approval of the budget be withheld until the Secondary Business Meeting. **Kay Harkins** seconded, and the motion carried.

Stewardship **Chairman Mario DiGiovanni** reported that income from stewardship and parish dues for fiscal year 8/1/17 to 7/31/18 was \$2,165. Stewardship was received from 64 people, averaging \$32.66 each. This amount is down significantly from past years, primarily because the stewardship appeal went out quite late and because parish dues were suspended for the year in hopes of encouraging more parishes to participate in our ministry.

For the current fiscal year, the Federation had received a total of \$360 in stewardship from 8 people averaging \$45 each.

There are 845 adult church musicians in the Metropolis listed in our database. 601 have e-mail, and additional 108 listings have bad addresses. We have 68 clergy, 69 parishes, 32 chanters, 15 Sunday School teachers, and 9 retired clergy. We have several outside the Metropolis, i.e. presidents and newsletter editors from other Federations.

We continue to use the archdiocesan ListServ to send e-mail out to those who have it and who have provided it to us. It works, but it is cumbersome. We are considering choosing another e-mail marketing service like Constant Contact, which the Metropolis uses to send out e-mail blasts.

Mario encouraged anyone who is familiar with such an e-mail marketing service that could also replace the database in order that we have only one set of data to maintain, or better yet, one where users can update their own information; please contact him or any of the officers.

We recently requested that any church musicians who wish to receive a hardcopy mailing of newsletters and important announcements to sign up for this service in writing and offered a hard copy form in the last hardcopy mailing sent this spring. So far, we have received fewer than 10 such requests. If anyone is aware of a church musician who wishes to have this service, please have them contact Mario or any of the officers as soon as possible, as mass hardcopy mailings will no longer be sent because of the prohibitive cost of mailing 900 pieces of US mail.

The old website is still up, supported by the Archdiocese Internet Ministry. The new website is up, and we invite everyone to have a look at it.
www.sfchurchmusic.org

Awards Chairman **Chris Vitakes** reported that four George N. George Awards would be given at this conference, one of the to a married couple. Also one Kathy Trapp Youth Music Award will be offered at the awards luncheon on Saturday.

Music Minister **Tikey Zes** reported that the theme for the upcoming year's Church Music Institutes is The Cherubic Hymn. A CMI is scheduled for St. Anthony GOC in Reno on September 22, 2019, which he will be facilitating. Another is being planned for Assumption GOC in Scottsdale, AZ, for which the date has not yet been set.

The music for this conference is a composite liturgy including the work of Father Michael Pallad, Tikey Zes, Anna Gallos, Frank Desby, and new work by Theodore Bogdanos.

Old Business

Transition Coordinator **Kay Harkins** gave an overview of the report included here in these minutes, and introduced the team leaders for the ad hoc teams that President Levy has appointed so far. These include **Nick Metrakos** and **Christopher Hondros** of the Church Music Development Team, **Athena Anastos** and **Liz Levy** of the Events Team, **Sarah Gyurkovitz** of the Ways and Means Team. **Kay Harkins** will be the interim leader of the Communication and Outreach Team, and a team leader for the Handbook and Archives Team has not yet been appointed. **Nick Metrakos** made a short report of his team's activities and plans so far.

New Business

Meg Jakovas presented the first of two by-laws proposals that had been prepared in advance and posted in July for approval at this meeting. **Barbara Hunt** moved that the first proposal adding the word Ministry to the name of the organization be approved, and **Athena Anastos** seconded. After discussion the motion was approved. The motion carried with 19 votes for 10 votes against and 3 abstentions.

Meg presented the second by-laws proposal having to do with of elimination parish dues and the effect that would have on voting at business meetings; however, because time was short and **Chris Canellos** had insisted at the start of the meeting that a new item of business be added to the agenda, the second proposal was tabled after some initial discussion.

Chris Canellos then moved that the ministry allocate \$40,000 to be placed in a reserved fund to be used solely for youth music programs. Mary Futris seconded this motion. After discussion, the motion carried with 23 votes for, 7 votes against, and 2 abstentions.

President Levy announced that the 2019 Conference will be held at St. Nicholas Ranch November 15-17. Many thanks were offered to the St. Spryidon choir for their hospitality in serving a generous breakfast and to the parish Philoptochos for the beautiful lunch they had prepared.

The meeting was adjourned at 12:35 p.m. and Father Andrew Scordalakis offered the blessing and another hymn.

Respectfully submitted,
Kay Harkins,
Secretary
GOMSF Church Music Federation Ministry

GOMSF CHURCH MUSIC FEDERATION ORGANIZATIONAL TRANSITION REPORT

August 24, 2018

Kay Harkins, Transition Coordinator

OVERVIEW OF TRANSITION PROCESS AND PROGRESS

- Defined and refined the purposes and goals of the organization based upon those established in the by-laws and previous historical documents.
- Researched and worked in dialogue with Federation stewards, Metropolis staff and ministry leaders, a strategic planner, and His Eminence to come up with a plan for a workable collaborative ministry structure to replace the current management of the organization.
- Developed an ongoing time-line for the transition.
- Created a new website. www.sfchurchmusic.org
- Refined the objectives for the work of the ministry during the course of the transition in order to:
 - Assist the re-building and strengthening of adult choirs.
 - Establish youth music programs, and strengthen existing programs.
 - Enrich the musical and liturgical development of adult and youth singers and chanters.
 - Support vocal training of adult singers and chanters.
 - Offer musical resources to parishes that request them to enhance and improve congregational singing.
 - Offer resources for the teaching of hymnology through Sunday School, youth, and adult groups.
- Re-imagined and expanded the scope of the CMIs to be more responsive to local parish needs and promote more CMIs. Presented this information to the parishes.
- Began to build the ministry teams and identify ministry Team Leaders.
- Team Leaders began their own strategic planning and team building to achieve the objectives above.
- Team leaders began serving the requests of the parishes seeking assistance.

Determinations for moving ahead:

- The ministry will remain self-governing and self-funding through stewardship and donation appeals, and other fund-raising events such as concerts and conferences.
- By-law proposals are on the August 2108 Business Meeting agenda to 1) change the name of the organization from Federation to Federation Ministry, 2) to end the requirement of individual parishes to pay dues, and 3) to amend the voting process to reflect that change.
- Before the next annual conference, proposals will be prepared establishing the new ministry structure and governance, transforming the by-laws, scholarship, CMI, and Conference guidelines into a simple, but comprehensive Organizational Handbook.
- Ministry Team Leaders will begin to build their teams, define, refine, and put into action their strategic plans in order to carry out the work of the ministry, preparing comprehensive surveys for clergy and ministry stewards. Current members of the board will be working as part of these teams or in leadership roles.
- Three-year term limits for Team Leaders (two years of primary leadership followed by a year of mentoring the new leader) will be considered.

CONFIGURATION OF THE COLLABORATIVE MINISTRY STRUCTURE

MINISTRY CHAIR

- Oversees effective organization of all facets of the music ministry under the guidance of Metropolitan Gerasimos, the Spiritual Advisor and the Senior Music Advisor in collaboration with the five Ministry Team Leaders.
- Presides at quarterly planning meetings, and annual, semi-annual, and regional gatherings of representatives from Metropolis parishes.
- Represents the ministry to the Metropolis, National Forum of Greek Orthodox Musicians, and to sources inside and outside the Metropolis.

(CURRENTLY, The Ministry Chair is President Liz Levy, assisted by the Transition Coordinator, Kay Harkins. By the next annual conference, the organization must decide if the Ministry Chair will be an appointee of His Eminence Archbishop Gerasimos with the recommendation of the ministry team leaders and the approval of the ministry stewards, or if it will be an elected office. All other ministries of the Metropolis have ministry leaders appointed by His Eminence. Unless there are multiple people who wish to become the Ministry Chair, elections seem to be a pro-forma approval similar to the function of the current elections.)

SPIRITUAL ADVISOR

A clergy member with music background to be appointed by His Eminence, offers counsel and wisdom in the musical tradition of the faith and spiritual support to the Ministry Chair, the Ministry Teams, and musicians of the ministry. **At this time, our spiritual advisor is Father Michael Pallad.**

SENIOR MUSIC ADVISOR

A composer, director, or instrumentalist with a longstanding history with the Federation, will be appointed by the Ministry Chair with the approval of His Eminence to offer consultation, guidance, and resources to the ministry teams, particularly the Music Development Team. **The current appointee for Senior Music Advisor is Dr. Tikey Zes.**

COLLABORATIVE MINISTRY TEAMS

(All teams may have Co-Leadership)

Each team develops its own team and strategic goals and action plans in harmony with the goals of the entire organization aided by a common comprehensive template. Each team works in collaboration with the Ministry Chair and other appropriate Team Leaders to accomplish their work. The Team Leaders meet once a quarter via teleconference and each team will meet on its own schedule appropriate to its work.

CHURCH MUSIC DEVELOPMENT TEAM

(Current appointed Co-Leaders are Nick Metrakos and Christopher Hondros)

The team develops its own strategic goals and action plans in harmony with the goals of the entire organization, and works in collaboration with the Ministry Chair and other appropriate Team Leaders in the creation of Church Music Institutes, conferences, presentations, webinars, podcasts, etc.

The Church Music Development Team Leader is appointed by the Ministry Chair with the

approval of His Eminence and the approval of the ministry stewards and recruits and encourages interested and qualified volunteers in the work of the team. The Team Leader is responsible to guide his or her team and to participate in quarterly ministry planning meetings.

Areas of Resources and Focus:

- Development and Re-Building of church music programs to include choir, chant, and youth music
- New and Old Music Repertoire for Choir, Chant, and Youth Music
- Hymnology
- Sunday School and group resources
- Vocal Techniques for clergy, adult singers, chanters, a youth
- Conducting Techniques for chant and choir
- Connections with Composers of Church Music
- Congregational Singing
- Scholarships and Awards

WAYS AND MEANS TEAM

(Current Appointed Team Leader: Sarah Gyurkovitz)

Works in collaboration with the Ministry Chair, and other Team Leaders in supporting the programs of Ministry

The Ways and Means Team Leader is appointed by the Ministry Chair with the approval of His Eminence and the approval of the ministry stewards. The Team Leader is responsible for overseeing budgeting, bookkeeping, and the maintenance of financial records, stewardship, fundraising, and building a team of qualified volunteers. The Team leader or designate participates in the quarterly ministry planning meetings to support the events, programs, and resources of the ministry and provides guidance of his or her team, as well as recruiting qualified members for the team.

Areas of Resources and Focus

- Budget/Requisitions
- Bookkeeping and Financial Records
- Stewardship/Fundraising

EVENTS TEAM

(Current Appointed Team Leaders: Athena Anastos and Liz Levy)

Works in collaboration with Ministry Chair and other appropriate Team Leaders in the planning, production, and promotion of

- Conferences
- Church Music Institutes
- Webinars
- Concerts
- Presentations
- Podcasts, and more.

The Events Team Leader is appointed by the Ministry Chair with the approval of His Eminence and the approval of ministry stewards and recruits and encourages interested and qualified

volunteers in the work of the team. The Team Leader will be responsible to guide his or her team and to participate in quarterly ministry planning meetings (or appoint an appropriate designate), working closely with the Coordinator of the Communications and Outreach Team to promote events.

COMMUNICATION AND OUTREACH TEAM **(Interim Team Leader: Kay Harkins)**

Works in collaboration with the Ministry Chair and Team Leaders in

- Keeping in close communication with other teams to publish and promote the events and resources of the ministry.
- Creating and maintaining the Ministry Website, E-mail lists, and appropriate hardcopy mailings and materials.
- Making personal contact with parishes through the appointment of Regional Ministry Ambassadors, and individual parish representatives.

The Communication and Outreach Team Leader is appointed by the Ministry Chair with the approval of His Eminence and the approval of the ministry stewards, and may recruit additional qualified volunteers to assist with the team's tasks. The Team Leader is responsible to guide his or her team and to participate in quarterly ministry planning meeting (or appoint an appropriate designate) and budget planning.

HANDBOOK AND ARCHIVES TEAM **Team Leader yet to be appointed:**

This team works in collaboration with the Ministry Chair and the Team Leader of the Communication and Outreach Team in organizing, updating, posting, and archiving all pertinent legal, administrative, and historical documents related to the ministry, either physically or on-line as appropriate. The team will create and update a comprehensive Organizational Guidebook, and make proposals for amendment of the guidebook that will require the approval of the ministry stewards

The Handbook/Archives Team Leader is appointed by the Ministry Chair with the approval of His Eminence and the approval of ministry stewards, and may recruit additional qualified volunteers to assist with the team's tasks. The Team Leader is responsible to guide his or her committee and to participate in quarterly ministry planning meetings (or appoint a qualified designate), budget planning, and keeping a record of the proceedings of annual and semi-annual meetings of representatives of Metropolis parishes.

Areas of resources and focus:

- *Keeping minutes of annual and secondary business meetings*
- *Creating a comprehensive Organizational Handbook to eventually replace the by-laws. Updating the Handbook as necessary with the approval of the stewards of the organization.*
- *Overseeing any amendments to the handbook, posting proposals for change, and any updating any approved changes to the website in a timely fashion as dictated by the handbook.*
- *Archiving annual ministry reports.*
- *Curating historical materials of the organization.*
- *Creating a historical record of the organization.*

