



**Greek Orthodox Metropolis of San Francisco
Church Music Federation Ministry
2019 Secondary Business Meeting
MINUTES**

April 13, 2019

Tucson, AZ

President Liz Levy called the meeting to order at 10:15 a.m.

The opening prayer was offered by **Father Michal Pallad**, Spiritual Advisor to the ministry.

President Levy welcomed everyone to the meeting, thanking our host parish St. Demetrios for the delightful Lenten breakfast they had prepared and introducing prostaimenos Father Panteleimon Maillis.

Minutes of the August 14, 2108 Primary Business Meeting minutes were presented for review. **Athena Anastos** moved that the minutes be accepted and the motion was seconded by **Meg Jakovas** followed by unanimous approval.

Athena Anastos presented the Treasurer's Report that she had prepared with our Treasurer, **Costa Kourtis**, who was unable to attend the meeting. The ministry currently holds \$61,808.51 in two separate accounts. A little over \$40,000 is held in the Wells Fargo savings account representing the assests currently restricted for youth music developemnt initiatives. A balanced budget was presented to continue to August 31, 2019. **Kay Harkins** moved that the budget be approved, and **Meg Jakovas** seconded the motion. The budget was approved unanimously.

Sarah Gyurkoviz presented the Stewardship report. As of the time of the meeting, 13 parishes had remitted dues of \$855 and 68 stewards had remitted stewardship of \$1,365 for a total of \$2,220.00.

Liz Levy reported that the conference at St. Spryidon in San Diego was a great success, netting the Metropolis over \$2,600 in funds. She presented several handouts including the article from the Orthodox Observer and the complete report of the overall and workshop surveys from the conference.

President Levy also noted that plans are underway for the 2019 Conference to take place at Saint Nicholas Ranch November 14-18, 2019. The music committee will be working with the Church Music Development team to choose music for the liturgy and assist the Events Team in engaging a variety of workshop presenters.

Sarah Gyurkovitz presented the attendance review to certify the delgate status. Eleven persons representing 8 parishes were certified for voting, including 5 board members and 6 delegates.

Mr. **Steve Tibbs**, Director of Metropolis Parish Leadership Ministry, gave a presentation on responding effectively to change, giving us encouragement, ideas, and wisdom for our work ahead.

Meg Jakovas presented the proposal of the current Executive Board to retire the current by-laws and adopt the attached Organizational Guide to define and govern the ministry in the future. She reviewed the rationale, background, as well as the main differences and similarities between the by-laws and the Guide. A discussion proceeded to clarify questions of the delegates, which were answered from the text of the Guide itself.

Barbara Hunt asked what the result would be should the proposal not be approved by the delegate assembly. The answer to this question was stated that at this time there are no persons willing or eligible or in accordance with the current by-laws to run for the offices of President, Vice President, Secretary, or Treasurer. Therefore, the Minsitry would be in dissolution in accordance with the current by-laws.

After all discussion and questions were given due consideration, **Kiki Kyraikakis** moved that the Organizational Guide be adopted and the current by-laws be retired. **Athena Anastos** seconded the motion, which passed by a unanimous vote of the attending delegates. The text of the Organizational Guide, and the background and rationale are appended at the end of these minutes.

Kay Harkins then thanked the board, **Steve Tibbs**, and all those in attendance who had worked so hard to bring forth the propstal adopted. She also shared gratitude to the many church musicians who responded with questions and feedback to the numerous communications on the proposal during the 19 months of meetings and deliberations over its creation. She noted that work has already been done by the Ministry Team Leaders and noted a number of initiatives that are in the planning stages. During her presentation, **Kiki Kyriakakis** volunteered to lead the Communications and Outreach Team, joining **Nick Metrakos and Christopher Hondros** (Church Music Development Team), **Liz Levy and Athena Anastos** (Events Team), **Sarah Gyurkovitz** (Ways and Means Team) and **Meg Jakovas** (Records and Archives Team). The Teams will be meeting individually and together over the summer to create a two-year budget for the ministry that will begin on September 1, 2019. A planning and information meeting will be held in August, which will be electronically open to eligible delegates to approve the budget and inform the delegates of the ongoing work of the revitalized ministry.

She also noted that His Eminence has received the recommendation of the Executive Board to appoint her as the Ministry Chair. He is expected to make his announcement after Pascha and to inform the clergy of the Metropolis of the adoption of the Organization guide, encouraging them to engage with the initiatives of the Leadership Cirle, beginning with a comprehensive survey created by the Church Music Development Team. This survey will also be introduced to all church musicians around the same time.

She gave the delegates an overview of Charms Office Assistant and some of the ways each team would be utilizing this comprehensive on-line platform to streamline and share the many aspects of the ministry. She also distributed an information sheet for how church musicians will be able to use Charms to update their personal information and use the public access aspects of the service.

She also offered the delegates a handout with a grid containing the various general tasks of each ministry team to take home to their parishes and their friends to invite them to find a place of joyful service in the ministry. (This grid is appended to these minutes.)

She expressed her optimism, enthusiasm, and gratitude for the opportunities ahead for the ministry, noting that church musicians will be regularly informed and updated on the work of the ministry through a quarterly newsletter, the first of which should be forthcoming in June.

Following Kay's remarks, **Liz Levy** expressed her gratitude to the parish of St. Demetrios and particularly to Kiki Kyriakais for opening their hall to us for the meeting and serving us the most delicious breakfast and lunch to sustain us in our work. She also thanked the Executive Board for their service, and the attendees for their attentive work in the meeting. Father Michael Pallad offered our closing prayer, and **the meeting was adjourned at 2:20 p.m.**

Respectfully submitted,

Kay Harkins, Secretary
GOMSF Church Music Federation Ministry

Appendix A:

PROPOSAL: The Executive Board of the GOMSF Church Music Federation Ministry proposes that the following Organizational Guide be adopted to define and govern the ministry, and that the current by-laws of the organization be retired as of April 13, 2019.

Rationale: The Organizational Guide conserves the traditional goals and purposes of the GOMSFCMFM while creating a forward thinking structure of governance and practices to invite broader participation of church musicians and sustainable leadership for the future.

Background: Facing a significant lack of new leadership over the course of the past decade, the Executive Board reached out to the Metropolitan for support and guidance. Upon his suggestion, the board began to look at more effective models of ministry. The Organizational Guide presented here has been developed over a period from August 2017 to February 2019 through extensive research, dialogue, and consultation with His Eminence, the current Executive Board, interested church musicians, and an outside strategic planner. It has the full approval of the His Eminence, the Executive Board, and is the result of critical feedback and support from a wide range of church musicians throughout the Metropolis. A draft of the proposal was disseminated on January 15, 2019 to all church musicians for commentary, concern, and suggestions, which have been given full consideration in the final draft presented here.

A large proportion of the Guide is taken verbatim from the current by-laws, which were last approved on August 24, 2018. The following are the major differences between the Guide and the current by-laws:

- The officers and executive board will be replaced by a Leadership Circle constructed around the central areas of ministry, to enable the work of the ministry to be accomplished in a responsible, accountable way by volunteers best suited to the tasks. **It is mission and task oriented rather than position oriented.** The Team Leadership governing style gives the opportunity for more church musicians to participate locally and on a limited basis to create greater participation and to engender a sense of ownership in the ministry by the stewards.
- The nature of the Delegate Assembly and its voting protocols are changed in that parish dues are no longer required (although parish donations are strongly encouraged.) This allows participation of stewards regardless of which parish they attend in a similar way that the Delegate Assembly operated prior to 2005. Parishes are still allowed only 4 votes each so that one parish cannot dominate an assembly vote, but proxies are allowed (in a similar way to the National Forum) to allow each parish more equal representation.

Note regarding proxies: It must be noted that a proxy is NOT an absentee ballot. In an organization such as ours, proxy voting actually promotes and encourages study and dialogue prior to plenary meetings. It boosts equality of parish participation in that a parish may only be able to afford to send one delegate, but it may send three proxy votes with the delegate, giving more voices to a parish.

GOMSF CHURCH MUSIC MINISTRY ORGANIZATIONAL GUIDE

The Greek Orthodox Metropolis of San Francisco Church Music Federation Ministry is a self-funding, non-profit organization existing under and by virtue of the authority of the Greek Orthodox Metropolis of San Francisco, and includes the states of Alaska, Arizona, California, Hawaii, Nevada, Oregon and Washington.

MISSION: *Our Ministry seeks to glorify God through the love, support, education, and promotion, of the rich musical traditions of our Orthodox Christian faith.*

PURPOSE:

- A. To coordinate the music ministry of the Metropolis.
- B. To foster and maintain a high standard of musicianship through education and training throughout the Metropolis for Adult Choirs, Youth Music Programs, Directors, Organists/Accompanists, Chanters, Parochial Schools, Sunday Schools, Congregations and Clergy.
- C. To promote and support the sacred music of the Greek Orthodox Church, as well as secular music of Hellenic heritage.
- D. To encourage the development, performance, composition/arrangement and publication of sacred and secular music.
- E. To provide a conduit of information, encouragement and support among church musicians in order to create interest in and enthusiasm for the music ministry.
- F. To provide fellowship through music; and, to bring about a better understanding of the beliefs and worship services of the Greek Orthodox Church.
- G. To serve as the official voice of church musicians for the Metropolis, and to represent the interests of the Ministry at the Archdiocesan level and with the National Forum of Greek Orthodox Church Musicians.

Governance Structure

The Leadership Circle, under the guidance of the Metropolitan, shall govern the organization with the input and support of the **Delegate Assembly**.

THE LEADERSHIP CIRCLE

The Leadership Circle shall consist of:

- The Spiritual Advisor appointed by His Eminence
- The Senior Music Minister appointed by His Eminence, with input from the Leadership Circle.
- The Ministry Chair, appointed by His Eminence. **The initial Ministry Chair will be recommended for appointment by the Metropolitan by the outgoing Federation Board of Directors.** The Delegate Assembly will recommend future Ministry Chair candidates for appointment by the Metropolitan.
- Team Leaders appointed by the Ministry Chair with the approval of the Delegate Assembly.
- There shall be five ministry teams corresponding to the main areas of focus and work of the ministry: 1) Church Music Development, 2) Ways and Means, 3) Events, 4) Communications/Outreach, and 5) Organizational Records/Historical Archives. **Each team may have one to three Team Leaders who serve as part of the Leadership Circle.**

The Leadership Circle is accountable to His Eminence and to the stewards of the Ministry.

The Leadership Circle is responsible to:

- Receive, evaluate, and consider the feasibility of any and all specific ideas and suggestions for programs, events, and operations of the organization submitted to them by the stewards of the ministry and to respond to requests for assistance and resources from the parishes.
- Oversee the collaborative planning of programs, events, and operations of the ministry.
- Plan and prepare the yearly budget to be presented to the stewards of the ministry at two plenary annual planning and information meetings.

The Spiritual Advisor, a clergy member with background in the musical tradition of the faith, provides practical spiritual and musical guidance and support to the Leadership Circle.

The Senior Music Minister, a composer, director, or instrumentalist with a longstanding history with the ministry, provides advice, counsel, and resources to the Ministry Chair and the Ministry Team Leaders and is a part of the Church Music Development Team.

The Ministry Chair is accountable to His Eminence and the stewards of the ministry.

The Ministry Chair is responsible to:

- Oversee the work of the ministry and assure that all requests for assistance and resources from the parishes and the input of the stewards are taken into consideration by the ministry teams.
- Report to the Delegate Assembly the plans and progress of the ministry.
- Chair the Quarterly Leadership Circle meetings and the two annual plenary planning and information meetings.
- Represent, or designate a representative, of the ministry to the Metropolis, the National Forum, the Archdiocese, or other entities interested in the work of the ministry.
- Establish auxiliary and ad hoc teams or committees to accomplish the goals of the ministry.

The Ministry Team Leaders are responsible to:

- Keep in communication with the Ministry Chair regarding all work of the team.
- Provide at least one fully informed representative to the Quarterly Leadership Circle meetings and the two yearly plenary planning and information meetings.
- Maintain communication with team members using any and all means of communication that would best suit the nature of the work of the team (i.e. teleconference, e-mail, text, face-to-face meetings.)
- Create and maintain any pertinent guides, handbooks, and time lines necessary in the execution of their work.
- Recruit and encourage interested and qualified volunteers in the work of their teams.

The Leadership Circle members may serve for a term of two years, with a follow up year of advising newly appointed leaders.

THE DELEGATE ASSEMBLY

The Delegate Assembly will consist of stewards in good standing of the ministry, (having submitted their yearly pledges) appointed by their parishes to serve at the two annual plenary planning and information meetings. Each parish may appoint up to four (4) representative delegates with privileges to vote at these meetings. One delegate may be the priest. Parishes have the right to assign proxy votes.

Two plenary meetings will be held each year to conduct the planning and business of the ministry. Notices, to include any significant proposals requiring voting, will be sent 45 days prior to the meeting. Agendas and pertinent advance materials will be sent out 30 days before each meeting. Minutes of these meetings will be posted not later than 45 days after each meeting.

The Delegate Assembly is responsible to:

- Approve the appointments of the Leaders of the five Ministry Teams.
- Approve the budgets presented by the Leadership Circle at the two annual plenary planning and information meetings.
- Approve any changes to the structure of the organization.
- Approval of any changes to scholarships and awards.
- Delegate Assembly approval requires a simple majority of those delegates in attendance at the two annual plenary planning and information meetings.

ROLES AND RESPONSIBILITIES OF THE MINISTRY TEAMS

Church Music Development

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 to provide effective programs and resources for adult and youth church musicians.

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

Ways and Means Team

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 to financially support effective programs and resources for adult and youth church musicians.

The Ways and Means team works in collaboration with the Ministry Chair and other Team Leaders to ensure the effective and responsible use and expansion of the financial resources of the ministry. One member of the team or an assigned Team Leader will take responsibility for stewardship and fundraising. A Treasurer will be appointed from among the Ways and Means Team Leaders to be the primary signatory on Ministry accounts and to fulfill the responsibilities listed below. The Ministry Chair, the Treasurer, and an additional signatory will be assigned for all financial accounts.

The role of the Treasurer will include the following roles and responsibilities:

- Receive funds, prepare disbursements, and be responsible for their safekeeping and accounting. At the end of his/her term, the Treasurer shall turn over any files, documents, and other records to incoming Ways and Means Team Leader.
- Shall ensure that deposits and other financial transactions, such as payment of bills and issuance of reimbursements are made in a timely manner.
- Shall maintain a current and accurate ledger of accounts.
- Shall be responsible for the timely transfer of signature cards (e.g., bank accounts, credit cards, etc.) upon changes in the team leadership.
- Prepare draft Budget and maintain records of its adoption.
- Prepare financial reports as required by the Leadership Circle, the Delegate Assembly and the Metropolis.
- Financial reports will be audited yearly by internal/external sources to maintain a standard of accuracy in accounting practices.
- Prepare and issue reimbursements for authorized expenditures on behalf of the Ministry.
- Shall obtain an additional signature for expenditures of \$2,000 or higher.
- Shall bring to the Leadership Circle for two-thirds approval, any expenditures of \$5,000 or higher.
- No member of the team shall be personally liable for any loss of money or funds or any decrease in the surplus income or reserve of any fund or account resulting from any acts performed in good faith in conducting the usual business of the appointment.

Additional Financial Considerations of the Ministry and the Ministry Team

- The fiscal year of the Ministry shall begin on September 1 and end on August 30 of the next calendar year.
- The organization shall be funded by submission of yearly pledges from Metropolis church musicians, donations from parishes and individuals, fundraising events, and income generated from conferences.
- The Ministry Team Leaders in conjunction with the Treasurer will prepare a Proposed Two-Year Budget, showing in detail the anticipated expenditures for the next two fiscal years. The budget will then be considered and approved by the Delegate Assembly.

- The Treasurer or his/her designee shall, within 14 days of receipt, deposit all receipts to the Ministry in a depository authorized by the Leadership Circle.
- Expenditures paid through the Ministry checking account are signed by the Treasurer or other signatory as designated on the account signature card.
- The financial records of the Federation Ministry shall be audited annually by qualified person(s) other than the Treasurer or any person involved in the day-to-day accounting activities of the Federation Ministry. The auditor(s) need not be licensed accountants but they should have a working knowledge of the principles of internal accounting controls, generally accepted auditing standards, and generally accepted accounting principles. The Ministry Chair upon recommendation of the Financial Audit Committee will appoint these auditors. A written financial audit report will be presented to the Assembly at the next planning and information meeting following the fiscal year end. The report will disclose the audit procedures employed by the auditor(s) and their conclusions regarding the Ministry's system of internal accounting controls and the reasonableness of its financial statements.
- The Ministry shall have no financial interest in the property, assets or liabilities of another organization in which it may hold membership, or in which it may be affiliated, unless specifically agreed, in writing, by both parties and approved by the Leadership Circle.
- In the event of Ministry dissolution, all funds remaining after the payment of outstanding accounts will revert to the custodianship of the Metropolis.

Events Team

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 to provide effective programs and resources for adult and youth church musicians and takes responsibility for:

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

Communication and Outreach Team

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, taking responsibility to:

- Keep in close communication with other ministry teams to publish and promote the events and resources of the ministry.
- Establish and maintain a database with which to communicate to the segments of the church music community in the Metropolis through a targeted e-mail platform.
- Maintain and update the Ministry Website.
- Create and distribute appropriate hardcopy mailings and materials.
- Make personal contact with parishes through the appointment of Regional Ministry

Ambassadors, and individual parish representatives.

Organizational Records and Historical Archives Team

This team works in collaboration with the Ministry Chair and the Team Leader of the Communication and Outreach Team taking responsibility to:

- Provide one informed Team Leader or member to take minutes at the two annual plenary planning and information meetings and to relay these minutes to the Communication and Outreach Team for posting on the Ministry website.
- Provide a Team Leader or member to check voting eligibility at plenary planning and information meeting.
- Provide a parliamentarian for each plenary meeting to ensure order, accountability, accurate counting of votes.
- Organize, update, post, and archive all pertinent legal, administrative, and historical documents related to the ministry, either physically or on-line as appropriate.
- Create historical projects and displays for presentation at Metropolis, National Forum, Archdiocese, or other events.

OTHER MINSITRY CONSIDERATIONS

The Ministry shall not directly or indirectly make endorsements or recommendations for or against any political party, nominee for public office, or a commercial material or object.

**APENDIX B:
General Tasks for Ministry Teams**

Church Music Development

Establish yearly theme, select and prepare music, assign clinicians/presenters for Church Music Institutes.

Select music to be sung for conferences and workshops.

Engage presenters for conferences and workshops (with Events Team)

Plan, prepare, and select music for Youth conferences/workshops/retreats.

Develop materials and assistance to Sunday School programs, choir and chant directors.

Utilize Charms Office Assistant and the website to post relevant music resources and music (in accordance with copyright laws).

Events

Plan, prepare, and execute conferences/workshops/retreats and CMIs primarily in conjunction with the Church Music Development and Ways and Means Team.

Plan, prepare, and execute plenary meetings primarily in conjunction with Communications and Outreach Team as well as the Records and Archives Team.

Utilize Charms Office Assistant in receiving registration for conferences/workshops/retreats and plenary meetings.

Assist Regional Administrators in working with parishes on CMIs.

Ways and Means

Maintain all financial records of the ministry.

Plan and present budgets in conjunction with other Team Leaders.

Initiate the yearly Stewardship appeal.

Plan and present fund raising initiatives.

Assist the Records and Archive Team in establishing Delegate status at plenary meetings.

Communication and Outreach

Maintain as up to date database as possible through Charms Office Assistant.

Maintain the ministry website.

Distribute a quarterly newsletter electronically (and in hardcopy for those requesting one.)

Post all important updates, award/scholarship application forms and announcements via e-mail and to the website.

Assist Events Team in promotion and announcement of events.

Equip Regional Ambassadors to communicate with parishes and offer assistance with CMIs (in conjunction with the Events Team)

Evaluate and explore appropriate use of social media platforms.

Organizational Records and Archives

Provide a person to take and post minutes for every plenary meeting.

Certify delegate status for plenary meetings in conjunction with Ways and Means Team.

Provide a parliamentarian for every plenary meeting.

Prepare and receive applications for, and present Awards and Scholarships.

Oversee the establishment of an orderly archive and archival projects.

Provide a quarterly article for the newsletter ("From the Archives")

Utilize Charms Office Assistant and the ministry website in posting archival material in conjunction with the Communications and Outreach Team.