



# Greek Orthodox Metropolis of San Francisco Church Music Federation Ministry Organization Guide Adopted April 13, 2019

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 are 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** will be 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** will be 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.

**Banking Regulations Note: According to current banking regulations, the Ministry Chair will be assigned the role of SECRETARY, as a primary authority in bank accounts. The Ways and Means Team Leader will serve as Treasurer and be assigned as ACTING SECRETARY for Ministry accounts and to fulfill the responsibilities listed below.**

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 preformed 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 31 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.