

Expressions Commission Handbook
2006

Elizabethtown Church of the Brethren

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Expressions Commission

- I. The Expressions Commission is responsible for the celebrating aspect of the congregation. Specifically, the Commission is responsible for providing programs related to worship, music, drama, congregational and denominational celebrations, fellowship events, and the recruitment, training, and supervision of persons who are designated to carry out these functions, including the Fellowship Committee. Please see the Constitution and By-laws of the Elizabethtown Church of the Brethren for further specific details.
- II. Shall assume responsibility for providing programs related to
 - a. Worship
 - i. The use of worship aids such as worship centers, flowers, acolytes, etc.
 - ii. Conferring with the pastor(s) in decisions regarding pulpit supply in the pastor's absence.
 - b. Music, including
 - i. Coordination and supervision of both the vocal and instrumental music programs such as choirs, organists, pianists, directors, and related persons and groups.
 - ii. Liaison with directors and other personnel regarding the need for materials, instruments, and other equipment.
 - iii. Conferring with music staff persons with regard to division of responsibilities, proposed changes to duties and contracts, and questions related to the music program.
 - iv. Supervision of the work of the music program staff.
 - v. Consulting and counseling with Executive Committee regarding possible candidates to fill vacancies in the music program staff, and possible terms of their employment.
 - c. Drama, including planning and implementation of plays, speeches, and other dramatic presentations of religious and/or social implications, as well as expressions of other art forms.
 - d. Celebrations, including special holiday programs, dedications, and other programs of special significance in the experiences of individuals and groups.
 - e. Recruitment, training, supervision, and performance of persons related to expressions, such as worship leaders, ushers, acolytes, sound/recording operators, lighting operators, and attendance recorders.
 - f. Fellowship events, including all church wide fellowship experiences such as family nights, seasonal fellowship experiences, and occasional informal coffee or refreshment times. The Fellowship Committee shall be constituted and serve under this commission.

Expressions Chairperson

Constitution – Mandated Responsibilities

The Chair of the Expressions Commission shall:

- Represent the Commission on the Church Board.
- Represent the Commission on the Executive Committee.
- Be ready to serve, if elected from among all Commission chairs, as Board Vice-chairperson during those years when there is no Board Chairperson-elect.
- Call meetings as necessary to conduct the business of the Commission.
- Lead the Commission in implementing current program but also providing vision for the future.

General Obligations

The chair of the Expressions Commission shall:

- Prepare carefully for all Commission meetings.
- Remind Commission members of Schedule reports.
- Prepare a complete, manageable agenda and distribute it, in advance, to all members.
- Conduct on-time meetings and preside fairly and smoothly.
- Delegate duties so that Commission responsibilities are shared equally and handled efficiently.
- Faithfully attend the meetings of and participate in the activities of all groups to which membership is mandated.
- Maintain contact with those lay personnel who are responsible to the Expressions Commission.

Expressions Secretary

Job Description

- Attend all Commission meetings.
- Take minutes reflecting the proceedings of the meeting.
- Typed copy of minutes should include:
 - Commission name
 - Date of meeting
 - People in attendance
 - Business discussed
 - Secretary's signature
- Minutes should be copy ready 1 to 2 weeks following Commission meeting.
- Give copy ready minutes to church office for copying and distribution.
- Secretary has the responsibility to handle any correspondence requested by the Commission.

Attendance Coordinator (Computer)

- Appointment – One year
- Record each Sunday's attendance.
- Compile a list of visitors' names and forward the list to the pastors.
- The names of those who are absent 4 weeks should be given to the pastors.
- Collect and distribute attendance pads.

Worship Center Committee

Purpose – To oversee and/or provide decorations (usually flowers for the communion table and/or chancel area for Sunday morning Worship. At least one candle should be used in every arrangement.

Committee – Minimum of four persons, one should be designated chairperson.

Goal – To provide a focus for the worship center, which enhances worship rather than distract from it. To be mindful of people's feelings as we deal with situations that arise in the fulfillment of this goal.

- The worship center committee will provide a focus for Easter and Advent. Additional help may be requested from the congregation when needed. During the year the worship

center committee may wish to provide additional worship centers such as harvest, stewardship or a special sermon topic. Dates for these Sundays should be reserved as soon as possible on the Flower Chart to avoid conflicting dates. *

*Be sure to reserve set-up and teardown dates on the church calendar when necessary, so you have access to the sanctuary.

- No flowers are used in the worship center on Sundays when bread and cup communion or baptism are celebrated, due to the need to use or move the communion table. Occasionally, a drama or choral presentation may also eliminate the communion table and thus the need for a worship center. These dates will be revealed in the Worship Planning Committee meeting. The chairperson should check the flower chart and if a person has reserved that date, they should be given the option of selecting another date or placing their arrangement in a place other than on the communion table.
- Most of the floral arrangements are donated by members in memory of a loved one or for a special occasion. These dates are reserved on the yearly flower chart in the narthex. The church secretary is responsible for the recognition of these gifts in the bulletin. The church secretary is also responsible for ordering a new flower chart each year, which should be placed in the narthex in December. The open dates on the chart are assigned quarterly, rotating among the worship center committee members. Members assigned an open date should always check the flower chart the preceding Sunday to be sure no one has reserved that date at the last minute.
- The Worship Center Committee chairperson serves as a member of the Worship Planning Committee.

Worship Center Guidelines

- Arrangements for the worship center should be appropriate for the sanctuary. Usually real or natural materials are preferred rather than artificial flowers; food and dried materials are all acceptable.
- Warburton's Greenhouse is an excellent provider of green potted plants. They give a special church discount, deliver and will bill the church directly. They also have palms to rent for Palm Sunday.
- For large expenditures, a cash advance can be requested from the church treasurer. Please allow adequate time.
- Each worship center must contain a lightable source of light for the acolyte.
- The room located to the left of the chancel area is designated for storage of worship center items.
- The worship center committee may purchase additional supplies and containers as needed and as the budget allows.
- Requests and acknowledgements which appear in the bulletin must be in the church office by the preceding Wednesday – bulletin preparation day.
- Remember to think "BIG" when arranging a worship center. Small items are lost from the rear of the sanctuary.
- Banners hung behind the communion table can be used along with a memorial arrangement with the person's consent. Banners are an interesting way to highlight a sermon theme or holiday. An inventory of banners is available upon request from the Parish Resource Center. Banners can be reserved by phone for any date.
- Never have two crosses in the chancel area. If the brass cross or an Easter cross is used on the communion table, the white cross should be removed from the wall and hidden behind the communion table. This cross may also be removed if the committee feels the decorations are too busy with the call cross.
- In the Church of the Brethren the communion table is just that – it is not an altar – there is nothing sacred about the table itself.

Worship Planning Committee

Purpose – To enhance our experiences of corporate worship through dreaming, planning and coordinating the various elements of worship around given themes.

Members – Pastors, Minister of Music, Organist/pianist, Choir Directors, and the chair or representative from the following groups: Worship Center committee, Praise Team, Liturgical movement/Streamers, Drama Committee and Expressions Commission. (New groups that are involved with worship may be included in the future.)

Meetings: Called by the pastors on a periodic basis, as needed. For example, meetings are scheduled early in the fall to plan for Advent and Christmas. Meetings are called in January to plan for Lent and Easter.

Drama Committee

Purpose – To provide an opportunity for church members to participate in drama as a means of enhancing and enriching worship as well as for other occasions.

Responsibilities

- Meet regularly to dream and plan effective ways to incorporate drama in worship and other occasions such as Love Feast, Christmas Eve, etc.
- Secure directorship and participants as needed or desired for dramatic presentations.
- Secure participants from the congregation, aiming to give an opportunity to all those with appropriate talents or interest in developing a talent in this area.
- The chairperson will serve as a member of the Worship Planning Committee.

Coordinators for Sunday Hosts

Purpose – To provide greeters at sanctuary doors following Sunday morning worship services.

Responsibilities

- Contact members and set dates.
 - Give copy of schedule to church office.
 - Send copy of schedule to members participating. *
- *Adults and youth participate in this service.

Bulletin Board Committee

Purpose – To highlight and call attention to events, programs, inspirational messages and information in our church, denomination, community and world.

Bulletin boards in narthex – includes the two on either side of the literature racks and the one right outside the office door.

- The bulletin board closest to the office is for witness/outreach information.
- The bulletin board closest to the parlor is for inspirational messages.
- The bulletin board nearest the elevator is to highlight events/programs happening in the congregation.

The bulletin board committee consults with Christian education superintendent, witness commission, the pastors and anyone else involved in specific programming.

Bulletin boards are changed, on average, about once a month.

Materials are donated by those responsible for the bulletin boards or by Christian education resources. Supplies can be charged to Expressions budget.

Bulletin boards other places in the church

- Bulletin board nearest the pastors' offices - this is for the college/community announcement and is the responsibility of the office staff.
- Bulletin board across from the parlor.
- Bulletin board to the right of the Library door is the Camp Swatara bulletin board and is the responsibility of the camp representative.
- Bulletin boards outside each Sunday School room are the responsibility of each class.
- Bulletin boards at the stairs on each side of the sanctuary are for anyone to publicize events of the day or up-coming events.
- Bulletin boards inside the door to the education wing from the parking lot and from front church entrance are for any creative design or message(s) and/or announcement(s).

Fellowship Committee

Purpose – To provide opportunities for fellowship for the church family, both indoor and outdoor.

Responsibilities

- New member reception following worship services on Sunday mornings.
- Sunday morning coffee after worship services. (Keep supplies on hand, coffee, sugar, etc.)
- Carry-in meal before council meetings.
 - Set up tables, keep casseroles hot, prepare beverages, arrange food on table, and clean up fellowship hall and kitchen.
- Christmas Eve
 - Responsible for announcement in church bulletin requesting cookies.
 - Arrange table and serve punch and cookies.
- Strawberry Festival / All Church Picnic
 - Assist youth group if requested
- Responsible for other occasions requested by Expressions Commission.

Wednesday Family Night Fellowship

Purpose – To give an inter-generational group in the church an opportunity to eat and fellowship together.

Chairman responsibility

- Select persons to assist in preparing meal.
- Plan menu.
- Purchase groceries.
- Set up tables and chairs.

Meals are paid for by donations and everyone attending assists in clean up.

Liturgical Dance

Definition and purpose – Any form of dance/movement, usually performed to music; used to enhance worship as a form of praise or to interpret scripture or musical lyrics; also mime.

Participants – suitable for any persons, male or female, generally junior high youth to adult. No prior experience is necessary. The participant needs only a willingness to try and a love of movement to music.

Streamer Ministry

Definition and purpose – An aid to worship which combines movement and streamers/flags/banners. Streamers/flags/banners represent God’s salvation, protection, honor, praise and celebration.

Participants – junior high and senior high youth. Also suitable for adults.

Youth Praise Team

Purpose – An opportunity for all junior high age youth to be involved in a variety of performing arts; drama, puppeteering, singing, interpretive movement, playing musical instruments, mime and other creative forms of worship and expression youth might wish to explore.

Chairperson

- Serve as a member on the Worship Planning Committee.
- Work with music staff as needed.
- Determine schedule and place for rehearsals.

The Youth Praise Team can be involved in Sunday worship services and for special events outside of worship.

Head Usher

Purpose – To greet and welcome members and visitors to the Sunday morning worship service.

Responsibilities

- Liaison between Expressions Commission and ushers.
- Receives requests from pastors concerning the need for ushers at funerals, holiday services, and any other service during the week when there may be a need for ushers.
- Adjusts usher team rotation for the coming year. Confirms each team’s newly appointed captain/assistant captain.
- Organizes the ushers’ breakfast, which is a “kick-off” for the year, usually held on a Sunday in January at 8:00 AM.
 - Decides menu.
 - Recruits kitchen help.
 - Presides over the meeting, which follows breakfast.
 - Recruits and helps with clean up.
 - Submits expenses (budget line item).
- Contacts captains concerning issues and directives pertinent to their team on any given Sunday.
- Informal check-in with the captain each Sunday morning and “pinch hits” on Sunday morning if short-handed.

Usher Captain Checklist

- Be sure someone has put inserts in bulletins and that bulletins are in pews.

- Put offering plates in place (4 each side, choir, 2 balcony).
- Uncover piano before service and cover again after service.
- Put up hymn numbers. Keep numbers sorted in box under table.
- Turn spotlight on the cross.
- Check bulletin to clarify offering and seating arrangements.
- Count ushers – 4 to 6 for seating, 8 for offering – recruit if needed.
- Be (or have someone) available to assist visitors.
- Encourage people in narthex to enter sanctuary before start of service.
- Close side doors at the beginning of the gathering music. Ask latecomers to wait in back until prelude starts to be seated.
- Lead ushers at offering and pass choir offering plate.
- Take attendance – with assistance.
 - Count extended session.
 - Count balcony.
 - Count sanctuary, library, parlor, ushers, etc.
 - Complete worship attendance form and put in the church office.
- After service
 - Place extra bulletins in rack in narthex.
 - Close windows and adjust blinds, if necessary.
 - Extinguish candle(s).
 - Turn off lights and close all classroom and sanctuary doors.
 - Lock all exterior doors with bolt locks only.
 - Where there are double doors, make sure the second door (without the bolt lock) is locked with the panic bar so that both doors cannot be pulled open when the bolt lock is engaged.
 - EXCEPTIONS
 - The rear door on east side by the sanctuary should be left unlocked.
 - The south door at the Memorial Lobby should be unlocked.
 - Instruct any late-leavers to use the unlocked doors.

The following suggestions are made to our Team Captains and to our Ushers who may help to improve our week-by-week ushering program:

- Please check your personal appearance. Our Ushers wear **lapel pocket pieces** (available in library). Such things as chewing gum should be avoided.
- Ushers should be on hand before the worship service (10:15 on Sunday mornings, 15 minutes before all Sunday evening services). There should be Ushers in each aisle to facilitate the seating of people. Do not allow a few Ushers to be stuck with a crowd of people until late Ushers arrive. Except on special occasions, two Ushers are adequate for evening services.
- Each person should have a bulletin, which is given, after the person has been seated.
- All offering plates are to be brought forward before worship.
- Ushering Teams should check ventilation before and during each service. Lighting should be provided when needed. Do not adjust light during the sermon.
- It is wise to have someone go through the various rooms of the church before the midpoint of the service in case there is loitering, especially by youngsters.
- Traffic at the rear doors should be regulated during the worship service. It is less distracting if worshippers can be seated during hymns or other breaks in the service. **Do not seat people** during the reading of scripture, a choir anthem, etc.
- Please greet the people warmly (by name if you know them) and try to seat them toward the front of the sanctuary.
- Direct parents with infants or young children to the nursery and “extended sessions” facility.

- There should be as little conversation as possible between ushering personnel during the service. Consultations can best be made in the narthex. We have had complaints about occasional loud talk on the part of Ushers in the narthex.
- Teams may share persons with other teams if needed, especially Sunday evenings.
- Please make a careful check of attendance at each service, including the children and teachers in the extended sessions, and record attendance in the church office. Those in the sanctuary and in the extended sessions are reported separately each week. Sheets for recording attendance are in the library.
- Captains should assign persons to see that all doors (except center back) are locked and all lights are off after church. In summer, windows should be shut.
- If persons have special requests, give them in writing to the office.
- Please get in touch with the Head Usher and the other Usher Captains about your problems. Ushering is very important and we are grateful for your service.
- A few minutes before the worship service has ended, an Usher is to notify each teacher in the extended sessions so they can prepare for dismissal before the parents arrive.
- To all Usher Captains and Assistant Captains: When in need of Ushers, please contact any 9th, 10th, 11th or 12th grade youth for substitutions or additional new members.

Acolyte Coordinator (There is a 2005 revision of this entry in the handbook in the office.)

Purpose – To light a candle, which represents that Jesus Christ is the Light of the World and is with us. Carrying the candle out at the close of the service represents taking the light out into the world.

Responsibilities

- Recruiting volunteers. In August, contact 6th and 7th grade acolytes from past year and confirm that they will continue to serve. Schedule verbally with these volunteers for the month of September and notify church office. In September, on the second Sunday of new classes, go into the 6th, 7th and 8th grade Sunday School class, talk about what an acolyte does and have interested new students sign up. The acolyte schedule follows the school year – Sept. through May.
- Typing and mailing schedule. Before October, type and mail a new schedule to each volunteer. The schedule runs from September through May. Give a copy to the church office and the Sunday School teacher. A letter of explanation is included for first time volunteers. (Sample letter and schedules are kept in a folder by the coordinator.)
- Candles and candle lighter. Check candles on the communion table and the wick in the candlelighter before each service. Candles and matches are kept under the communion table. Candlelighter, wicks and robe are kept at the top of the stairs behind the choir loft. The office should be notified when supplies run low.
- Helping acolyte with duties. This involves robbing, handling matches, and telling acolyte when to go into the sanctuary. The coordinator should sit with the acolyte during the service.

Sound System Chairman

Purpose – To oversee and provide adequate sound for the Sunday morning worship and other occasions as requested.

Committee – minimum of five persons, one should be designated a chair.

Operator's schedule – The sound system assignment schedule is set up for a period of one year by the office staff. Each team member is responsible for two successive Sundays for any sound

requirements within these weeks. If team members cannot be present on the date they are scheduled, they are to make arrangements with another team member to substitute and notify the office staff of the change. Questions or problems relating to the operation of the system are referred to the team leader.

Procedures for Using the Sound System

Stay alert – anticipate

1. Set up the microphones.
2. On the top left of desk/console, turn on the power supply and the amplifier for the speakers by pressing the two push button switches.
3. Check setting on the tape recorder.
 - Set to SOURCE – the yellow light should be on.
 - Set to LINE – the input select is in the OUT position
 - Set TAPE SELECT to NORMAL
4. Set room switches on the lower left of the desk/console. **All switches should be off except sanctuary and room 122.**
5. Turn on the mixer board (switch on the power strip on floor) and set controls.
 - Cue the various microphones to check their operation.
 - Set the mike slide controls only for the mikes in use.
 - Set the slide controls for sanctuary.
6. You are now ready for action. When the service begins, start to record. Check the recording level. If you need to adjust the recording level, use the control on the tape deck.
7. During hymn or music, turn down the sanctuary slide control.
8. During the last hymn, turn on the proper room switches on the lower left of the desk/console. These are switches 10 to 16 on the right side of the row of toggle switches. Slowly turn the volume control to the 12 o'clock position. This will eliminate frightening the children in the nursery rooms.
9. Be sure to include the postlude on the recording tape at the end of the service.
10. After the service, set –
 - All slide controls to 0
 - Other inputs and trims to their original positions
11. Turn off the mixer board and lock up.
12. Turn off the speaker amp and the power supply by pressing the two push button switches.
13. Turn off the batteries on all mikes and return the mikes and stands to their cabinet. Lock the cabinet.

Additional hints.

- It is important to stay alert and anticipate what mike will be used next. Only have the mike slide controls UP for the mike in use at the moment. Having too many mikes “on” will cause feedback.
- **Important** – Cue the mikes before service to make sure all mikes are powered (are batteries OK?) and alive.
- **The radio control mike settings are very sensitive, be careful!**

REMEMBER – STAY ALERT AND ANTICIPATE!

Substitute Organist Policy

The substitute organist will receive \$125 flat fee for playing at a Sunday morning worship service. This amount will include time practicing with a soloist, quartet, instrumentalist, etc. since this can usually be done at the same time an organist schedules an organ practice time. If a substitute

organist is required to meet an additional time for an evening choir rehearsal, the pay is to be \$150.

The church organist will secure the substitute and inform the Expressions Chair of dates he/she will be absent. Payment will be made by the church for the organist's 4 vacation Sundays. If a substitute organist is required for additional Sundays, the church organist will personally pay the organist.

The Expressions Chair is responsible for securing a check from the treasurer and seeing that the substitute organist receives it with a word of appreciation or have the treasurer mail it directly to the substitute organist.

Ad Hoc Organist Audition Committee

The audition committee shall be composed of five members: the Minister of Music, the Pastor, a member of the Expressions Commission and two additional members appointed by the commission.

The purpose of the committee is to establish the structure of, and conduct the interviews and auditions of candidates for the position of organist.

During the interview/audition process, all information regarding the candidates shall remain confidential. All candidates are to receive equal treatment and respect.

At the conclusion of the interview/audition process the committee shall make a recommendation to hire to the Expressions Commission. This recommendation shall be based on the merit of the individual as a musician, and his/her ability to meet or take the basic responsibilities, standards of performance and authority of the position. Salary recommendations should also be included.

The Expressions Commission shall take the committee recommendation to the board for approval.

Minister of Music, Job Description

TITLE: Minister of Music

PURPOSE:

The Minister of Music will:

1. Give leadership to and administer the Music Program of the Church.
2. Direct and administer the **Adult Choir** and perhaps other music groups.

ACCOUNTABILITY:

The Minister of Music will be:

1. Responsible to and evaluated by the Personnel Committee, meet as needed, and respond to an annual evaluation.
2. Participate regularly as a member of the Expressions Commission, by virtue of position and without vote, submit items for the agenda, and receive minutes of deliberations.
3. Participate regularly as a member of the Worship Planning Committee, representing the involvement of music in worship, particularly of the music group(s) for which the Minister of Music has responsibility.

RESPONSIBILITIES:

The Minister of Music will:

1. Submit a proposed annual music budget to the Expressions Commission and be responsible for the operation of the music budget, as approved by Council.
2. Prepare recommendations to the Expressions Commission for music staff changes, including potential searches.
3. Provide leadership and offer suggestions to the Expressions Commission and the Pastors in the use of music in worship, including the use of the hymnal.
4. Provide leadership in musical style, considering such influences as traditional, contemporary, classical, popular, and Praise music – by the example of music presented by the various music groups, by receiving feedback from the Expressions Commission, the Pastors, musicians, and others, and by stimulating formal and informal church-wide discussion of music in worship.
5. Administer the summer music program, providing special music for each Sunday service during the time the choir is in recess.
6. Seek feedback, formally and informally, regarding the Music Program, for the Pastors, the Expressions Commission, musicians, and others.
7. Provide leadership, assistance, and encouragement to directors of other music groups.

MUSIC GROUPS (Specific responsibilities of the present Minister of Music)

The current Minister of Music directs and administers the **Adult Choir** program.

1. Provide the leadership of the choir and organist necessary to maintaining an effective Adult Choir program.
2. Prepare and perform at least one special anthem for each Sunday morning worship service from the first Sunday after Labor Day through the second Sunday in June.
3. Prepare and perform one or two choral responses for each of these services, as requested by the Pastors.
4. Prepare and perform music for special occasions, such as Love Feast, Christmas Eve, or Brethren Village – up to six of these occasions per year.
5. Cooperate in various community music programs in which choir members are invited to sing; such as the Messiah concert and other combined choir programs for which invitations are received.
6. Study, select, purchase, and prepare music in a variety of styles that achieves balance between old and new, challenging and accessible, and familiar and unfamiliar to choir members.
7. Enhance the choir program and its performances by selecting and performing special music that utilizes instruments other than piano or organ. These may include a solo flutist, guitarist, bass player, string quartet, or brass choir with percussion. Identify and invite these musicians. Arrange to pay them, if necessary and if funds are available. Use member musicians whenever possible, and encourage their musical development at all ages.
8. Select music that enhances the worship services and that, as much as possible, will successfully be integrated in the total worship experience.
9. Maintain high standards of musicality in the performance of all music.
10. Stimulate and motivate choir members through the appropriate selection of music and effective rehearsal strategies.
11. Coordinate choir recruitment efforts.
12. Maintain the choral Music Library, including a cumulative record of performances.
13. Supervise the maintenance of the choir robes.

The current Minister of Music directs and administers the **Bell Choir** program.

1. Provide the leadership of the Bell Choir necessary to maintaining an effective Bell Choir program.
2. Prepare and perform at least one special anthem for one Sunday morning worship service in each month from October through June.
3. Perform for one or two special in-church events per year, such as a Christmas music program or a Christmas Eve service.

4. Participate in one or two regional festivals, workshops, or special programs each year beyond local responsibilities as described above. For example, these may include a program at Brethren Village and a multi-church Handbell Ringers Workshop within the region.
5. Study, select, purchase, and prepare music in a variety of styles that achieves balance between old and new, challenging and accessible, and unfamiliar and familiar to the ringers.
6. Enhance the Bell Choir program and its performances by performing music that utilizes other musicians, perhaps the Adult Choir, the organist, or other instrumentalists. The instrumentalists may include a solo flute, a string quartet, a percussionist, or a bass player. Identify and invite these musicians. Arrange to pay them, if necessary and if funds are available.
7. Select music that enhances the worship services and that, as much as possible, will successfully be integrated in the total worship experience.
8. Maintain high standards of musicality in the performances of all music.
9. Stimulate and motivate Bell Choir members through the appropriate selection of music and effective rehearsal strategies.
10. Stimulate increased participation in the Bell Choir program.
11. Coordinate Bell Choir recruitment efforts.
12. Maintain the Bell Choir music library, including a cumulative record of performances.

Employment Agreement for Church Organist

The following is a copy of the employment agreement between Scott Stouffer and the church:

Employment Agreement for Church Organist

This Agreement between the Elizabethtown Church of the Brethren and the undersigned reflect the following mutual understandings.

Responsibilities:

- Provide music for Sunday morning worship and a maximum of six additional services, such as Christmas Eve, Lenten services, and Love Feasts
- Perform all keyboard responsibilities for Adult Choir, including rehearsals each Wednesday evening from the first Sunday after Labor Day through the second week in June.
- Serve on Worship Planning Committee, cooperating with the Pastors, the Minister of Music and others in coordinating and integrating music in worship
- Arrange for maintenance of organ and all pianos, reporting all unanticipated needs to the Expressions Commission
- Approve and monitor others desiring to use the organ, whether for services or for private teaching
- Arrange for substitute organists.

The church organist shall be given first priority to provide music at all weddings and funerals, although a wedding couple or bereaved family may choose another organist. An Organist Fee Schedule for weddings and funerals has been established by the Expressions Commission.

Regarding contractual matters, the organist is responsible to the Executive Committee through the Personnel Committee. The primary working relationships for music and worship matters are with the Pastors, the Minister of Music, and the Expressions Commission. Contractual matters and working relationships will be reviewed on an annual basis.

The organist shall not engage in the unauthorized duplication of copyrighted materials by photocopying or any other means that expose the Church to liability for penalties under existing or future copyright laws. For appropriate purposes, the organist shall first obtain all necessary permissions and authorizations prior to any such reproduction of copyrighted materials.

The Church shall provide:

- A total salary of \$10,000 shall be provided, payable bimonthly and reviewed annually
- Funds for the maintenance of the organ and pianos

- A total of four weeks annual leave for illness, vacation, or professional growth
- Employer's share of social security
- The use of the organ or pianos for practice and private music instruction

This agreement may be terminated by either party, provided written notice is given sixty (60) days prior to the date of termination.

Scott D. Houffer
Signature of Organist

Date: 8/7/98

A. Herbert High Board Chair
Signature and Title of Church Representative

Date: 9/4/98

ORGAN FEES FOR WEDDINGS AND FUNERALS
(PRESENTED BY EXPRESSIONS COMMISSION
AND APPROVED BY CHURCH BOARD FEBRUARY 16, 1998)

Weddings The Church organist shall be paid \$150 for each wedding he/she is personally playing. The \$150 fee includes initial meeting with the couple, rehearsal, and wedding. The choice of the music is dictated by the couple with guidance from the minister and organist.

Rationale: The organist of the church has the opportunity to play at weddings performed in this church. The wedding couple are offered the services of the organist of the church, but have the right to choose their own organist. The music for the wedding is that which is chosen by the couple. It is understood that some music may not be appropriate for church setting; thus, the inclusion of review by the minister first and the organist second.

Funerals The church organist shall be paid \$100 for a funeral. If anyone knows that a family would be stressed by that fee, it is the responsibility of that person to communicate to the ministers. The family would then pay what they can afford with the Deacons supplying the balance due.

Rationale: As funerals are not planned events, we need to consider the ability of the church to obtain substitute organists. It was felt that \$100 fee was a reasonable fee to pay our organist and any other organist who may have to substitute. The concern over the dollar amount for families in need was addressed by the Deacons offering to underwrite the difference between what the family could pay and the \$100 fee.

Handchime Choir Director Job Description

Purpose – To provide an opportunity for all members of the church to participate in the handchime choir, to increase music knowledge and handchime playing, to periodically share their gift of playing with the congregation in worship.

Responsibilities

1. Establish guidelines for choir participation.
2. Establish rehearsal times.
3. Secure accompanist, if necessary.
4. Maintain music library, handchimes and other equipment.
5. Serve as member of the Worship Planning Committee.
6. Purchase music in consultation with the Minister of Music.
7. Youth need to be supervised until picked up by responsible party.
8. Cancel choir rehearsal due to inclement weather.
9. Arrange for substitute players as needed.
10. Maintain a positive climate of learning and structure routines for appropriate behavior.
11. Attend professional growth workshops and/or classes.
12. Plan social events or special programs.
13. Communicate with Minister of Music concerning the maintenance of handchimes.

Standards of Performance

The candidate will be successful when he/she has fulfilled the above responsibilities.

Children's Choir Director Job Description

Purpose – To provide an opportunity for children, 1st – 5th grades, to have the experience of singing in a choir. To increase music knowledge and skills. To periodically share their gift of singing with the congregation in Sunday morning worship.

Responsibilities

1. Establish guidelines for choir participation.
2. Establish rehearsal time.
3. Secure an accompanist.
4. Supervise choir members during rehearsal and until all are picked up by a responsible party.
5. Cancel rehearsals due to inclement weather or other emergencies.
6. Serve as member of the Worship Planning Committee.
7. Purchase music in consultation with Minister of Music.
8. Maintain a positive climate of learning and structure routines for appropriate behavior.
9. Plan social events or special programs if desired.

Standards of Performance

The candidate will be successful when he/she has fulfilled the above responsibilities.

Timeline

January

1. Distribute copies of the church constitution and Expressions Commission Handbook to new commission members.
2. Make commission appointments
 - a. Vice-chairperson
 - b. Secretary

- c. Worship Committee representative (quarterly)
- d. Communications Committee representative (monthly)
3. Review goals for the year.

February

1. Select dates for church socials – make assignments for chairing the event.
2. Plan for new member reception in March.
3. Plan for Lenten Service responsibilities.
4. Plan for Palm Sunday.

March

1. Confer with pastors for vacation dates for pulpit supply.

April

1. Begin plans for Golden Age Dinner – programs and caterer.
2. Determine dates for job reviews.
3. List names for pulpit supply and worship leaders (vacation Sundays) and who will contact them.

May

1. Choose caterer for Golden Age Dinner.
2. Finalize program for Golden Age Dinner and make appropriate contacts.
3. Hold job reviews for organist, children's choir, handchime choir and Minister of Music. Send reports to Personnel Committee.
4. Finalize pulpit supply.

June

1. Choose Master of Ceremony for Golden Age Dinner.
2. Choose person(s) for table decoration for Golden Age Dinner.

July

1. Prepare Commission budget.

August

No meeting

September

1. Golden Age Dinner planning.

October

1. Golden Age Dinner planning.

2. Contact all committees and chairpersons for the following year.
3. Review job descriptions.

November

1. Make all committee and chairperson appointments to fill vacancies.

December

1. Review handbook.
2. Evaluate year's programs.