

MUSIC
April 2007

Role: To coordinate musical activities within the Fellowship.

Responsibilities:

- Promote and facilitate choir and other musical performances.
- Maintain an adequate supply of hymn books.
- Recruit Fellowship musicians for special music as needed.
- Coordinate musical activities with the assigned Conveners, Program Chair, and multimedia equipment operators (Building Chair, et al.)
- Assist Conveners with selecting hymn(s) and meditation music for Sunday programs as needed.
- Attend Executive Board meetings as needed.
- Provide information about Music Committee activities for Executive Board meetings.
- Review monthly Executive Board meeting minutes.
- Recruit committee members as needed.
- Schedule and facilitate committee meetings as needed.
- Submit committee information to the Fellowship Administrator for the newsletter by the 15th of each month.
- Make Sunday announcements as needed.
- Submit announcements for the Sunday bulletin by noon on Thursday.
- Communicate with other committee chairs as needed.
- Submit expenditures to the Treasurer within 30 days.
- Keep committee expenses within budget.
- Provide input for annual budget development.
- Participate in end of year evaluation of activities.
- Orient new Music Chair as needed.
- Transfer materials to new Music Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.