

Instructors: Annease Hastings (music@bruu.org)

*Course Goals: To explore how a music program acts as ministry and how it enhances the spiritual life of a congregation. Students identify and discuss components of a music program, such as budget, community building, volunteer recognition, assessing program health, communication skills, outreach/community service, and copyright laws/managing printed music. This course also addresses professionalism issues of music leadership (both paid and volunteer), e.g. job description, covenant/contract, review procedure, leadership awareness and setting long and short-term goals.*

**Pre-course assignments** Submit to Annease by the end of April 2008 so all can be posted on line. Candidates should read all submissions before coming to the August conference.

1. To the best of your knowledge, describe the music program you inherited.
2. Describe your current program (may use chart or paragraph form)
3. Describe your current music budget (may use chart or paragraph form). Include the total budget amount of your church.
4. What is the size of your congregation?
5. How long have you been at your current church? Have you served other churches, and if so, for how long?
6. Describe in 1-2 paragraphs any challenges you've experienced and how you handled them.
7. Describe in 1-2 paragraphs a success you've had in your music program.
8. What special concerns would you like to be addressed in this class?

**Post-course Assignments** These assignments should be e-mailed to either Annease (music@bruu.org) or Ila (Ila@math.lsu.edu) no later than the dates listed. Early submissions are welcome.

Start in the fall

- Perform a self-assessment of your program and select 1-2 short-range goals to accomplish this year. You will report on this by the end of May.

Due by the end of January

- Describe how your music program supports/enhances the spiritual life of your church.

Due by the end of March

- Identify a long-term vision/goal for your program and describe measurable steps for its implementation.

Due by the end of May

- Report on the self-assessment of your program and the 1-2 short-range goals you chose to accomplish this year. Describe your choices and how you met your goal(s).
- Answer the six items listed below. (Start sending these as they are completed. You may send them by e-mail, fax or regular mail. Please don't wait until all six are done

and send everything at once.)

1. Develop a budget for the coming year. How did you arrive at the numbers? How will you advocate for it? If music is not part of your church budget, describe how you will advocate for resources. **It is not necessary for you to send us your music budget; however, I would like for you to discuss (in no more than 1-2 paragraphs) the questions asked.**
2. Describe your current system of managing printed and recorded music and identify any areas for improvement. **This may be done in paragraph form (no more than 2 paragraphs) or as a list.**
3. Describe your current situation regarding job description, covenant/contract and review process. If none exists, work with your church to develop at least one of these. **PLEASE WRITE A CONCISE DESCRIPTION OF YOUR CURRENT SITUATION, WHICH OF THESE YOU CHOSE TO DEVELOP AND IF YOUR EFFORTS WERE SUCCESSFUL (should be no more than 2-3 paragraphs).** If they do exist, are there any areas of change that you recommend? **This can be answered in a paragraph or as a list.**
4. Organize, implement and report on a community service project in which the congregation shares its musical talent with the greater community. **Please describe your project in no more than 1-2 paragraphs.**
5. Create and implement an assessment tool for soliciting input on your program. **Please send a copy of your assessment tool and indicate when and how it was implemented.**
6. Describe how you will create vitality in your program this year. **This may be written in paragraph form (should be no more than 2-3 paragraphs) or as a list.**

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