



COORDINATING COMMITTEE MANUAL

This section of the website serves as a resource for the National Forum Coordinating Committee members. It includes an overview of the organizational structure of the National Forum and guidelines for Coordinating Committee members, Metropolis Federations, and National Forum leadership. Also posted are forms, procedures, and resources related to the operations and activities of the National Forum.

[Click here for the index](#)



**Originally Compiled in 1991 by:
Leah Pappas Caviris
Nicolas Maragos
Vicki Pappas**

**Updated in June 2013 by:
Maria Keritsis
Vicki Pappas**



**NATIONAL FORUM
OF GREEK ORTHODOX CHURCH MUSICIANS**
*The musical arm of the Greek Orthodox Archdiocese of America
that strengthens and perpetuates its liturgical music*



Office of the National Chairman

Dear Coordinating Committee Members,

Welcome to the leadership of the National Forum of Greek Orthodox Church Musicians! As one of the five National Forum Coordinating Committee members of your Federation, you are fulfilling a vital liaison and governance role.

Your Federation's five Coordinating Committee members are the major links between your Federation and the National Forum. Through you, the National Forum carries out its official Archdiocesan role of coordinating, communicating, and providing leadership for church musicians at the national level. Together, we create a network that starts with the local choir, to the Federations of the Metropolises, and then to the Archdiocesan level through the National Forum.

To make this network most effective, the National Forum expects you to help communicate our activities and goals to your Federation and the choir directors and members, chanters, clergy, and other church musicians of your Metropolis. In turn, the National Forum hopes you will actively communicate the work and wishes of your Federation to us. In this way, we work together to create strong, mutually beneficial links to communicate to the Archdiocese, its Metropolises, and its institutions, and also to bring a broader perspective of church music ministry at a national level to your local church musicians.

I trust you will enjoy your tenure on the Coordinating Committee. We have prepared this web resource to assist you in understanding how the National Forum is organized, what your responsibilities are on the Coordinating Committee, and how we are committed to two-way communication and cooperation. There is much for us to accomplish in our music ministry, and our national network and commitment to each other can do much to move us forward!

I look forward to working with you. Please don't hesitate to contact me if you have any questions or need any assistance.

In His Service,

Maria Keritsis
National Chairman

THE NATIONAL FORUM OF GREEK ORTHODOX CHURCH MUSICIANS

An Overview

What is the National Forum?

The National Forum of Greek Orthodox Church Musicians was chartered and designated as an official auxiliary of the Greek Orthodox Archdiocese of America at the Clergy-Laity Congress of 1976. The National Forum is the arm of the Archdiocese responsible for the development, recognition, and support of church choir and music education programs. The National Forum also serves as the liaison to the Archdiocese for church musicians, and completes the linkage from local choirs, through the Choir/Church Music Federations of their metropolises, to the Archdiocese.

How is the National Forum Organized?

The work of the National Forum is coordinated through and supported by the eight church music Federations of the Archdiocese of America. These member Federations include the:

- 1) Eastern Federation of Greek Orthodox Church Musicians (Metropolis of New Jersey)
- 2) Mid-Eastern Federation of Greek Orthodox Church Musicians (Metropolises of Detroit and Pittsburgh)
- 3) Federation of Greek Orthodox Church Musicians – Chicago Metropolis
- 4) Metropolis of Boston Federation of Greek Orthodox Church Musicians
- 5) Southeastern Federation of Greek Orthodox Choirs and Musicians (Metropolis of Atlanta)
- 6) Metropolis of Denver Church Music Federation
- 7) Greek Orthodox Metropolis of San Francisco Church Music Federation
- 8) Archdiocesan District Federation of Greek Orthodox Church Musicians

Each Federation names five members to serve on the National Forum's Coordinating Committee, one of whom is the Federation President. The Coordinating Committee meets at Annual Meetings to review products and projects, identify needs for new materials and programs, and discuss issues of concern to church musicians. Every two years, the Annual Meeting occurs in conjunction with the Clergy-Laity Congress in July; in the other year, the meeting occurs the first weekend following the Fourth of July. The Annual Meetings are rotated among the metropolises. The Coordinating Committee also serves as the legislative body of the Forum in-between Annual Meetings and consults with the National Chairman throughout the year.

Who are the Stewards of the National Forum?

National Forum Stewardship is open to all church musicians --- clergy, choir directors and choir members, chanters, organists, music educators, and others who support church music. Church musicians are encouraged to support the work of the National Forum through an annual stewardship drive. Each Federation is also a steward. Through the Federations' membership, the National Forum represents more than 5000 church musicians in the Greek Orthodox Archdiocese of America.

Individual stewards serve as supporters of the Forum's national programs. They also receive complimentary copies of selected Forum publications. They are welcome to attend the Annual Meeting and other National Forum activities.

What Does the National Forum Do?

- *Publishes and distributes the LITURGICAL GUIDEBOOK and its COMPANION*
 - Annually updates and distributes the Guidebook to more than 900 directors, priests, organists, chanters, and church administrators each year
 - Publishes and periodically updates the Companion to the Liturgical Guidebook
- *Develops and publishes other MATERIALS to strengthen local church music programs:*
 - Hymns of the Orthodox Church teaching series, and accompanying teaching tape and CD
 - A Guide to Congregational Singing, for clergy and choir directors
 - The Notation, Transcription, and Rendition of Post-Byzantine Chant: a Guide for Chanters
 - MUSICA, a liturgical music education periodical
 - Starting a Youth Music Program in Your Parish
 - Senior Voices: a Guide for Working with the Older Singer
 - A Handbook for Planning a Holy Friday Retreat
 - Guide to the Transcription of Byzantine Chant
 - Repertoire for the Greek Orthodox Church Organist
 - Sharing in Song, a songbook for Greek Orthodox gatherings
 - Archbishop Iakovos Commemorative CD: 1978 Clergy-Laity Divine Liturgy
- *Develops and disseminates POSITION PAPERS and other REPORTS:*
 - Guidelines for the Selection and Development of Directors
 - National surveys of church musicians, clergy, and other statistics
 - Scholarly papers on topical issues in church music
 - Position statements on various contemporary church music issues and topics (use of the organ, copyrighted materials, need for English texts and common English Creed, congregational singing, National Church Music Sunday, use of composite liturgies, and titling hymns in English, roles and responsibilities of choir members).
- *Sponsors and co-sponsors major LITURGICAL MUSIC EVENTS and EDUCATIONAL PROGRAMS:*
 - National Youth Music Institutes
 - The 1985 Symposium on the Future of Church Music
 - National Church Music Institutes in conjunction with the Archdiocesan Department of Religious Education, the faculty of Holy Cross School of Theology, and other institutions
 - Metropolis Church Music Institutes in conjunction with the Federations
 - Coordination of the liturgical music during Clergy-Laity Congresses
 - Choir Directors Academy
- *Encourages local and Metropolis RECOGNITION OF CHURCH MUSICIANS:*
 - Celebrates National Church Music Sunday, designated by His Eminence to be commemorated each October on the Sunday following the Feast Day of St. Romanos the Melodist (October 1st)
 - Presents the St. Romanos Medallion to church musicians who have demonstrated exemplary national leadership in church music
 - Presents the Patriarch Athenagoras Medal to church musicians in each Federation who have demonstrated exemplary Metropolis service
 - Administers and coordinates the Archbishop's Years of Service Award to choir directors who have directed Greek Orthodox choirs for 25 or more years
 - Makes personalized certificates and other commemoratives available to parishes to recognize their own church musicians

How is the National Forum Funded?

The National Forum is supported through Federation and individual stewardship contributions and sales of its materials. Additionally, external funds are secured to conduct special projects and to distribute many publications at no charge or low cost to local parishes. The National Forum has received, for example, several grants from Leadership 100 to support Metropolis and national Church Music Institutes on the use of English and to disseminate materials to parishes to enhance their liturgical music education programs.

What is the National Church Music Endowment Fund?

During a campaign that lasted more than 20 years, the National Forum worked with Hellenic College/Holy Cross School of Theology to fund a Chrysanthos Chair of Byzantine and Church Choir Music. The funds would support projects and programs to enhance the music curriculum for our seminarians in both Byzantine and western church music. They would also support major liturgical music programs developed by the National Forum. Our goal for the Endowment was \$350,000.

A national fund-raising drive was conducted each year, on National Church Music Sunday in October. Through a myriad of contributions large and small, the National Forum was able to make a \$100,000 donation to create and equip a Liturgical Music Room in the Archbishop Iakovos Library and Learning Center, and then an additional \$350,000 to establish the National Forum/Chrysanthos Visiting Scholar Program for Byzantine and Church Choral Music. In all, the Endowment campaign raised nearly \$500,000 for the Holy Cross School of Theology liturgical music program!

With the completion of the Endowment Drive for the School, the yearly campaigns are now targeted toward supporting national liturgical music education programs of the National Forum. Each year at the Annual Meeting, the Coordinating Committee identifies priorities for the use of the money.

How Do I Get Further Information?

If you would like more information about the National Forum's activities, meeting, publications, and membership, please feel free to contact any of the following:

Maria Keritsis, National Chairman
9030 Kings Crown Road
North Chesterfield, VA 23236

Phone: 804-745-8606
mfk9@comcast.net

Donna Aliapoulios, Membership Chairman
8157 Pine Tree Lane
West Palm Beach, FL 33406

Phone: 561-586-8157
SteveDonna@comcast.net

Hope Demitry, Treasurer
95 Beechwood Avenue
Trenton, NJ 08618

Phone: 609-695-4033
EHopeD@verizon.net

Peter Vatsures, Liturgical Guidebook Editor
68 West Cooke Road
Columbus, OH 43214

Phone: 614/263-1343
vatspvn@hotmail.com

The Organizational Structure of the National Forum

1. The Forum is governed by the **NATIONAL COORDINATING COMMITTEE**.
 - * *Each Federation names **FIVE** members to serve as their governance representatives.*
 - * *One member must be the Federation President; the other four members can be choir persons, chanters, and/or clergy.*
 - * *The Federation and its Coordinating Committee members must be individual stewards of the Forum.*
 - Coordinating Committee members represent their Federations at the **ANNUAL MEETINGS** of the National Forum.
 - * *They review the Forum's progress at Annual Meetings.*
 - * *They help set direction for projects and Forum activities at Annual Meetings.*
 - * *They approve expenditures.*
 - If Coordinating Committee members cannot attend an Annual Meeting, then their Federation President appoints **DESIGNEES**.
 - During the year, Coordinating Committee members serve as the **INTERIM GOVERNANCE BODY**, and vote and give advice to the National Chairman as needed.
 - The more active Coordinating Committee members become and the more they attend Annual Meetings, the better they are able to take on **LEADERSHIP ROLES** in the Forum.
 - The **NATIONAL CHAIRMAN** is selected from the Coordinating Committee.
 - **STANDING COMMITTEE CHAIRS** are selected from Coordinating Committee members.
2. The **COUNCIL OF PRESIDENTS** serves as an advisory board to the National Chairman.
 - The Council consists of the Presidents of the Church Music Federations.
 - The Council serves as an advisory body to the National Chairman and assists the Chairman in implementing Coordinating Committee decisions.
 - The Council makes recommendations for action for the next Annual Meeting.
 - The Council is responsible for reviewing nominations for the St. Romanos Medallion and selecting the recipient(s).
 - The Council meets with the National Chairman at least once during the year.
3. The **STANDING COMMITTEES** help organize the work and activities of the National Forum. Their purpose is to review the projects/activities associated with that committee (see Infrastructure chart) and recommend new directions and policy to the Forum.
 - The following are the current Standing Committees:
 - * *Choir and Parish Music Education*
 - * *Youth Initiatives (liturgical music programs for youth, Church and Greek Schools)*
 - * *Publications (Liturgical Guidebook, Office of Publications Distribution)*
 - * *Church Music Institutes (Federations and National)*
 - * *Byzantine Music Activities*
 - * *Public Relations and Communications*

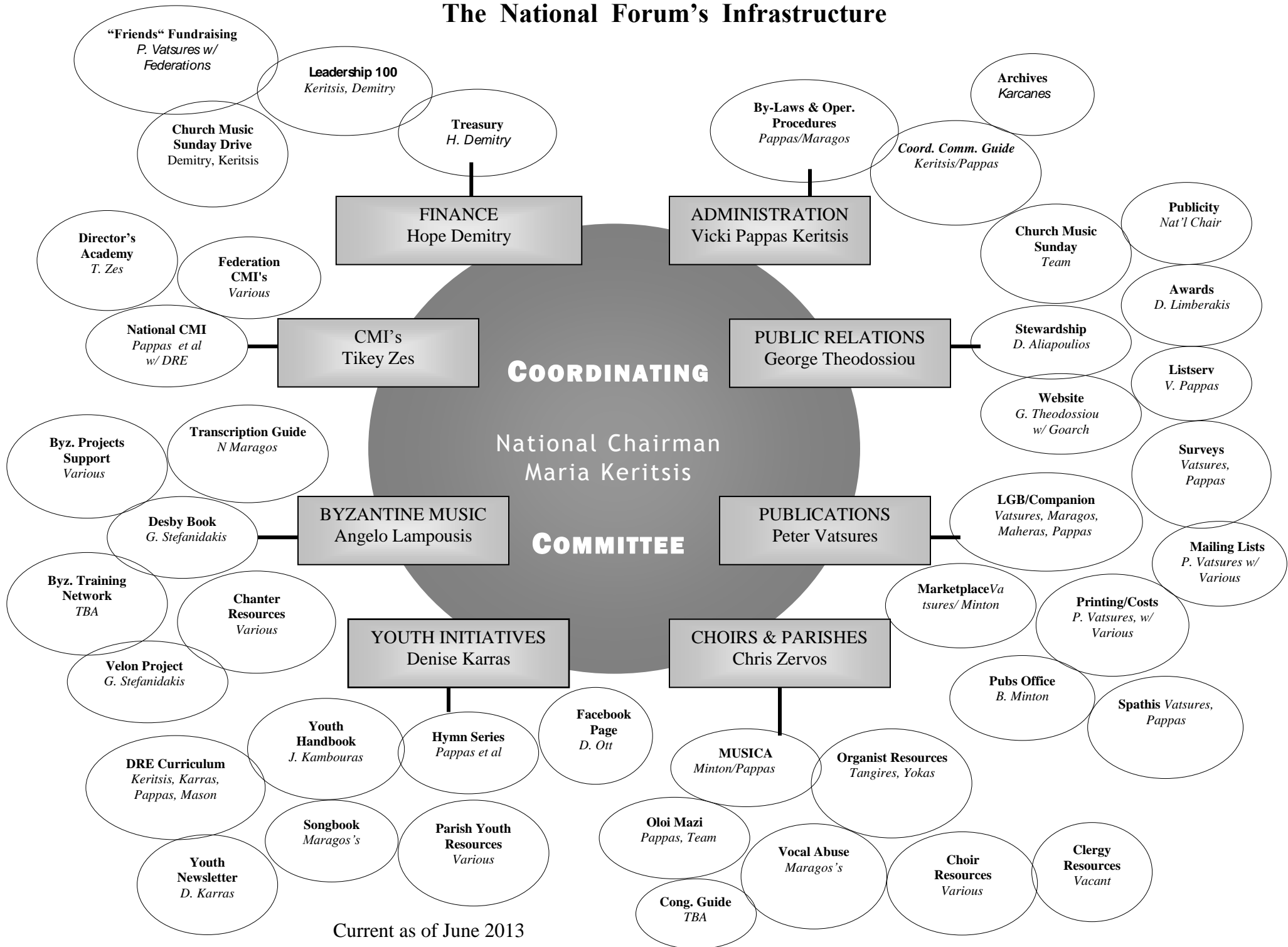
- * *Administration*
 - * *Finance*
- Standing Committee chairs must be members of the Coordinating Committee.
- * *Standing Committee Chairs are appointed by the National Chairman, based on their interests and familiarity with the National Forum.*
 - * *National Forum stewards may serve as members of Standing Committees.*
 - * *Any Forum steward can chair or be part of projects associated with a Standing Committee.*
4. The Forum also has methods and procedures in place in its Charter, By-Laws, and Operating Procedures regarding organizational structure:
- a. Regarding Succession**
- By-Laws/Administration 1.5: If for any reason the present National Chairman is unable to preside over either a Council of Presidents meeting or an Annual National Forum Meeting, then a former Chairman of the National Forum shall preside at the meeting, beginning with the most recent former Chairman. If no former Chairmen are available to preside, then the Council of Presidents shall elect one of their own body to preside at the meeting. Preference shall be given to those presidents who have actively participated in previous National Forum meetings. (7/01)
- By-Laws/Administration 1.6: In the event of a permanent loss of the National Chairman, an interim Chairman shall be designated by the Council of Presidents as per Section 1.5 above. The interim Chairman shall serve until the next Annual National Forum meeting, at which time the Coordinating Committee shall elect a new National Chairman as per Article V, Section 6 of the National Forum Charter. (7/01)
- b. Regarding Transition**
- By-Laws/Administration 1.1: The National Chairman shall remain in an advisory capacity for the two years after the end of his/her term to assist the new Chairman in any designated activities. (7/84)
- c. Regarding Secretary and Treasurer**
- Charter/Section 6: This person [the National Chairman] ... shall delegate responsibilities for secretarial, financial, and other necessary assistance.
- Operational Procedures 4.5: The National Chairman shall appoint a secretary prior to any meeting.
- d. Regarding Standing Committees**
- By-Laws/Committees 3.1: Standing and/or ad hoc committees may be established by the National Chairman, the Coordinating Committee, or by a decision at a National Forum meeting, as required and for whatever duration as is deemed necessary. 7/80)
- By-Laws/Committees 3.2: The purpose of the standing committees is to review the work of the project/activities associated with that committee and to recommend new directions and policy to the Forum and Coordinating Committee members. The chairmen of the standing committees shall be appointed by the National Chairman from among the Coordinating Committee members. (7/84)
- By-Laws/Committees 3.3: Ad hoc committees/projects are established to carry out specific time-bound activities. Chairmen do not necessarily have to be Coordinating Committee members. (7/84)
- By-Laws/Committees 3.4: The National Chairman may fill vacancies on committees as required. (7/82)

Operational Procedures 3.1: Written committee reports shall be mailed to the National Chairman at least thirty (30) days prior to the annual meeting for distribution to the delegates. Anyone not meeting this deadline shall be expected to bring sufficient copies of his/her written report to the meeting. (7/82; 7/88)

Operational Procedures 3.2: Semi-annual meetings shall be encouraged for all standing and ad hoc committees. (6/81)

Operational Procedures 10.2: An honorarium of \$200 shall be given to the secretary of the Annual Meeting. (7/88, 7/03)

The National Forum's Infrastructure



Current as of June 2013

FOSTERING MUTUAL RESPONSIBILITIES

National Forum - Federation Relationships

A. Definitions

1. The National Forum's strength and organization rests upon the support and involvement of the Church Music Federations of the Metropolises.
2. Each Federation is to name five individuals to serve as its representatives to the National Forum Coordinating Committee.
3. The President of each Federation must be one of its Coordinating Committee members.
4. Coordinating Committee members must be stewards of the National Forum.
5. The National Chairman communicates with the members of the Coordinating Committee during the year, sharing information, seeking advice, and/or requesting decisions. Whenever approval is needed for an action or a decision needs to be made outside of the Annual Meeting, the Chairman seeks input and/or decisions from the Coordinating Committee.
6. Only Coordinating Committee members may be asked to chair the National Forum's Standing Committees. The National Chairmen can be nominated only from among the members of the Coordinating Committee.
7. For the Annual Meeting, each Federation President certifies five representatives and two alternates to be their delegation. Since the Annual Meeting is the meeting of the Coordinating Committee according to the Forum By-Laws, priority should be given to current Coordinating Committee members; if any Coordinating Committee member is unable to attend, the President may name another Federation member as his/her designee.
8. Each Federation is allotted five votes at the Annual Meeting, provided at least one representative is present and the Federation is in good standing in terms of annual stewardship.

B. Roles and Responsibilities of Coordinating Committee Members

1. Act as the liaison between your Federation and the National Forum.
2. Express your Federation's opinions to the National Forum:
 - a. Contact the National Chairman directly
 - b. Serve as your Federation's representative at the Annual Meeting
 - c. Respond to the Chairman's requests
3. Be a current steward of the National Forum.
4. Ensure your Federation's stewardship is good standing with the National Forum.
5. Confirm that the names of your Federation's Coordinating Committee members and Annual Meeting representatives are officially on file with the National Chairman.
6. Serve as the persons in your Federation and Metropolis to publicize the goals, activities, and materials of the National Forum.
7. Attend the Annual Meeting as a registered delegate.

PROMOTING FORUM INVOLVEMENT **for Federation Presidents and Coordinating Committee Members**

The following guidelines are offered to Federation Presidents and other Coordinating Committee members in an effort to promote full participation within the National Forum. While ideally, every President and Coordinating Committee member wishes substantial involvement, personal time and workloads may intervene. Thus, the Federation President may wish to allocate certain duties related to the National Forum to his/her particular Coordinating Committee members. The objective is to totally familiarize your leaders with the work of the National Forum so that they may, in turn, pass on the National Forum's achievements, offerings, and opportunities to their church musicians.

1. Maintain Written and Verbal Contact with the National Forum Chairman

Being the leader and “point person” for the National Forum, the National Chairman is a tremendous source of knowledge and information. Federation members frequently encounter questions concerning Federation activities and goals, sources or use of music, or local church music issues. The National Chairman shares his/her experience and information with our members and/or in turn directs questions to other clergy and church musicians who can assist. In addition, the Chairman unifies our music ministries by being our spokesperson to the Archdiocese, relaying church music needs and concerns to our church leaders. However, in defining church music issues, the National Chairman needs to be contacted regularly by every Federation President or Coordinating Committee member throughout the year.

2. Be Aware of and Publicize National Forum Activities and Opportunities

Throughout the year, the National Forum sends Federation Presidents and Coordinating Committee members valuable information concerning the activities and publications of the National Forum and often seeks advice. By reading and responding to such correspondence, Federation Presidents and Coordinating Committee members can familiarize themselves with the workings of the National Forum and become better equipped to participate in Forum functions.

After reading correspondence and information sent by the National Forum, Federation Presidents and Coordinating Committee members are in an excellent position to effectively transmit such information to church musicians within their Metropolis. Besides informally discussing Forum activities, information about National Forum activities and opportunities should be incorporated into every Federation Council and Board meeting as an agenda item. In addition, National Forum news or availability of educational publications or events can be printed in each Federation's newsletter, mounted on their website, and/or disseminated through their listservs. Highlights of meeting discussions concerning the National Forum may then be reported back to the National Chairman for response.

3. Respond to All Requests for Input and Information

Throughout the year, the National Chairman will request information or input about Forum activities or issues of importance to our church musicians. The Chairman requires such feedback to make decisions and implement Forum projects. Occasionally, a vote is requested during the year for the conduct of Forum business. Responding promptly greatly assists the Chairman's ability to further Forum objectives.

4. Communicate on Behalf of the National Forum

Federation Presidents and Coordinating Committee members can, and should, help publicize the work of the National Forum to their church musicians and Federation members, thereby

strengthening our national efforts. Frequently, Federation Presidents are invited to speak about church music matters and their own Federation's progress before church boards, clergy, or at Metropolis or Federation events. Mention the National Forum along with the Federation, help publicize Forum activities, and show how we have a national network of church musicians from the local parish, through the Metropolis, to the Archdiocese. In addition, inform local priests and Metropolitans about National Forum events verbally or in Federation correspondence and materials.

5. Exchange Information With Other Presidents and Coordinating Committee Members

There are currently eight Greek Orthodox Church Music Federations throughout the United States. Just as the National Forum is a source of information and advice to each Federation, so should the individual Federations be to each other. A simple way in which information can be exchanged is for each Federation to include all other Federations, along with their Coordinating Committee members, on its distributions lists (mailing lists, email list servs, etc.). In addition, Federations may wish to invite other Federations to their educational and social events. In 1988, the Presidents agreed to invite each other to their annual conferences and to waive registration costs for those Presidents who attend. Finally, there should be no hesitation by Federation Presidents and Coordinating Committee members to contact each other to exchange ideas and seek assistance.

6. Attend the National Forum's Annual Meeting

Once a year, the Coordinating Committee of the National Forum meets. It is at the Annual Meeting that church music concerns are discussed, ideas are exchanged, musical publications are promoted, and Federation achievements are shared. Both procedural and substantive issues are discussed and voted upon, thereby advancing the mission of the National Forum. It is also at this meeting that each Federation can voice its opinion concerning National Forum proposals.

For full participation, each Federation should send its Coordinating Committee members and/or their designees to the Annual Meeting. After the meeting, each delegation should report back to its Federation and local church musicians. In this manner, Federation leaders help formulate and promote the ideals of the National Forum and pass on its achievements and opportunities to all parishes and church musicians.

8. Specific Obligations of Coordinating Committee Members

- a. The Federation President should make every effort to attend the Council of Presidents meeting held each spring, or appoint someone to represent his/her Federation. This meeting is an excellent forum for all the Federation Presidents to share among themselves, discuss common concerns and ideas, advise the National Chairman, and help plan implementation of the Forum's yearly goals and special projects. This meeting is important for organizational cohesion and for the strengthening our national network. It also provides the Presidents with important information that should be communicated to their respective Federation Boards.
- b. Each Coordinating Committee member should be an individual steward of the National Forum.
- c. Each Coordinating Committee member should be a member of at least one Standing Committee of the National Forum, and participate actively in it, both during the year and at the Annual Meeting. As the member gains more experience in the work of the National Forum, he/she may wish to undertake a particular project under that Committee's auspices.

STANDING COMMITTEES
of the
National Forum of Greek Orthodox Church Musicians

The following Standing Committees are part of the organization of the National Forum of Greek Orthodox Church Musicians. Each Committee plays an important role at Annual Meetings, reviewing project accomplishments, setting future Committee goals, and making any additional recommendations to the National Forum for discussion. The work of the Standing Committees may be supplemented at any time by ad hoc committees at the discretion of the National Chairman and/or the Coordinating Committee. The National Chairman often consults with the chairs of the Standing Committees during the year to carry out projects.

Administration

The duties of the Standing Committee on Administration shall be:

1. Maintenance of the National Forum Charter, By-Laws, and Procedural Guide
2. Consideration and formal submission of amendments to By-Laws and the Procedural Guide
3. Development of materials for members regarding the operation, function, and activities of the National Forum
4. Updating of the Coordinating Committee Manual on the website in conjunction with the National Chairman and the webmaster
5. Maintenance of the National Forum Archives
6. Responses and recommendations regarding administrative questions received from the National Chairman, Coordinating Committee members, and/or the general membership
7. Recommendations for future National Forum goals and activities related to this area

Finance

The duties of the Standing Committee on Finance shall be:

1. Review proposed budget with input from the National Chairman and Treasurer
2. Oversight of all Forum accounts for compliance, including income, expenses, and audits
3. Recommendations regarding periodic audits
4. Oversight of the receipt and documentation of stewardship income, in coordination with the Stewardship Chairman
5. Oversight of the receipt, documentation, and acknowledgement of the yearly National Church Music Sunday solicitations, in coordination with the National Chairman
6. Consideration, identification, and coordination of fundraising projects
7. Recommendations for future National Forum goals and activities related to this area

Publications

The duties of the Standing Committee on Publications shall be:

1. Oversight of the publication and distribution of the Liturgical Guidebook
2. Oversight and consultation regarding final publication of all Forum materials, including cost accounting, marketing, and distribution
3. Review and make recommendations related to current publications
4. Oversight and review of the work and organization of the Office of Publications Distribution
5. Oversight of Forum surveys
6. Maintenance of updated distribution list(s) and oversight of other National Forum databases.
7. Recommendations for future National Forum goals and programs related to this area

Choir and Parish Music Education

The duties of the Standing Committee on Choir and Parish Music Education shall be:

1. Development of Forum educational materials for choirs and other avenues of education for choirs
2. Periodic review and maintenance of current Forum educational materials for choirs
3. Oversight and review of Forum educational materials for clergy and parishes
4. Consideration of other avenues of liturgical music education for clergy and laity
5. Review Forum relationships with Archdiocesan departments related to clergy and parishes
6. Recommendations for future National Forum goals and activities related to this area

Church Music Institutes

The duties of the Standing Committee on Church Music Institute shall be:

1. Oversight of the organization, curriculum, finances, and formal review of all national Church Music Institutes
2. Recommendation of sites, curriculum, and educational goals for future national Church Music Institutes
3. Review, coordination, and support of Forum/Federation CMI's to accomplish common educational goals
4. Review of criteria for Forum sponsorship of Federation CMI's
5. Recommendations for future National Forum goals and activities related to this area

Youth Initiatives

The duties of the Standing Committee on Youth Initiatives shall be:

1. Development of Forum educational materials and other avenues of church music education for junior choirs, church school hymnology programs, and youth camp programs
2. Periodic review and maintenance of current Forum educational materials for youth
3. Development and review of communication avenues for youth – e-newsletters, Facebook, and others
4. Review Forum relationships with Archdiocesan departments related to youth
5. Recommendations for future National Forum goals and programs related to this area

Byzantine Music Initiatives

The duties of the Standing Committee on Byzantine Music shall be:

1. Development of Forum materials related to Byzantine music
2. Periodic review and maintenance of current Forum Byzantine music materials
3. Consideration of other Byzantine music materials development for publication and other avenues of promoting Byzantine music
4. Review Forum relationships with various schools of Byzantine training in the Archdiocese
5. Recommendations for future National Forum goals and activities related to this area

Public Relations and Communications

The duties of the Standing Committee on Public Relations and Communications shall be:

1. Develop and recommend ways of promoting the work and activities of the National Forum
2. Review and oversight of the National Forum website, other electronic/social media, and use of the computerized Forum's CHURCH MUSIC listserv
Review and oversight of the solicitation, collection, and documentation of the National Forum stewardship program
3. Solicitation of new stewards of the National Forum

4. Review and oversight of National Forum Awards programs, including the St. Romanos Medallions, the Athenagoras Awards, the Archbishop's Years of Service Awards, the Annual Life Membership award to a graduating seminarian, and any future Forum awards, commemorations, or memorials
5. Recommendations for future National Forum goals and programs related to this area

Other Administrative Positions

Secretary

1. Be present at all sessions of the Annual Meeting and record the proceedings.
2. Confer with the National Chairman over preparation of the minutes, following National Forum formats and resolving areas of questions.
3. Submit the draft of the minutes of the Annual Meeting to the National Chairman no later than 60 days after the Annual Meeting.
4. Confer with the National Chairman regarding edits identified by the Minutes Committee.

Treasurer

1. Maintain up-to-date financial reports.
2. Receive and record income from sales of publications, stewardship, National Church Music Sunday, and others.
3. Pay and record all expenditures with approval of the National Chairman.
4. Reimburse Federations for their approved CMI's, their portion of Church Music Sunday contributions, and approved expenses of the Presidents' attendance at the Council of Presidents meeting.
5. Reimburse project chairs, honoraria recipients, and grantees in accordance with approved budget expenditures.
6. Prepare interim financial reports for the Council of Presidents Meeting, and as requested by the National Chairman.
7. Prepare annual financial reports for the Annual Meeting.
8. Attend the Annual Meeting and present financial report and record budget revisions.
9. Prepare a proposed biennium budget in conjunction with the National Chairman for presentation at the Clergy-Laity Annual Meeting
10. Participate as a resource to the Finance Committee.

Project Chairs

1. Work to complete the project in a timely manner.
2. Communicate frequently with the National Chairman about the progress of your project.
3. When the project is ready for completion, work within the parameters of the National Forum for its review and publication.
4. Prepare a [Project Progress Report](#) for the Annual Meeting.
5. Communicate budget needs or revisions to the National Chairman.
6. Share ideas for new initiatives related to your project.

YEARLY CHECKLIST
For Federation Presidents and Coordinating Committee Members

In July, at the National Forum's Annual Meeting:

- [] President: Prepare and present the [President's Report](#) during the Annual Meeting.
- [] Extend an invitation to your Metropolitan to visit the National Forum's deliberations.
- [] Attend and participate in the general and committee meetings, the discussion of issues, and voting with your delegation. [] Suggest projects for National Forum action and any activities with which you would be willing to assist.

In July or August, after the National Forum's Annual Meeting:

- [] The President and the Federation representatives communicate the results of the Annual Meeting to their Executive Board, their Metropolitans, Federation members, and parishes.
- [] Distribute the National Chairman's Annual Report to your Executive Board, and Federation members (e.g., website. Conference packets, mailing, next Board or officers meeting).

Prior to Your Annual Conference or Midterm Meeting:

- [] Solicit nominations for recipients of the [Athenagoras Distinguished Metropolis Service Medal](#), using your Federation's guidelines which are based on the National Forum's guidelines.
- [] At least two weeks prior to your conference, request the medals on the [Official Notification Form](#) for your recipient(s) from the National Forum Awards Chairman with a copy to the National Chairman and indicate where the medals should be sent.

At Your Annual Conference or Midterm Meeting:

- [] Make a report about the Annual Meeting of the National Forum. Provide information about upcoming activities, decisions made, and/or new publications.
- [] Display Forum materials and order forms (with materials in initially supplied in 2004 to your Federation and updated with any new materials as they are published). Contact the National Chairman or the Office of Publications Distribution for assistance.
- [] President: At least two weeks in advance of your Annual Conference, request Athenagoras medals for your recipients by submitting the [Official Notification Form](#) to the National Awards Chairman with a copy to the National Chairman.
- [] Invite other Federation Presidents and the National Chairman to attend your conference. Offer to waive registration fees for them or their designees (according to the 1988 mutual agreement of the Council of Presidents).
- [] If the National Chairman attends your conference, a formal introduction is in order. Allow time for him/her to speak during the conference. At formal events, the National Chairman should be seated at the head table.
- [] Similar courtesies should be offered to visiting Federation Presidents. At formal events, they should be seated at a designated table if there is not room at the head table.

After Your Annual Conference or Midterm Meeting:

- [] Notify the National Chairman of your new and/or continuing officers and contact information.

- [] President: Affirm or change the five members of your Coordinating Committee and submit the official [Coordinating Committee Form](#) to the National Chairman.
- [] Send a copy of relevant reports and other Conference information to the National Chairman.

In January:

- [] President: see that your annual [Federation stewardship](#) is submitted to the Treasurer.
- [] Submit your Individual [Stewardship Form](#) and contribution to the Treasurer and Stewardship Chairman. Each Coordinating Committee member must annually be a steward in good standing.

By January 31st (in Clergy-Laity years):

- [] President: Submit your Federation's nomination(s) for the St. Romanos Medallion by submitting an [St. Romanos Official Nomination Form](#) to the National Forum Awards Chairman with a copy to the National Chairman.

In the Spring:

- [] The President or his/her designee should attend the mid-year Council of Presidents meeting, usually held either the week before or after the Sunday of the Cross.

In June:

- [] Submit the names of your official delegates to the Annual Meeting on the [Delegates Form](#). If the President or any other Coordinating Committee member is not able to attend the Annual Meeting, official designee(s) should then be appointed.
- [] President: prepare and submit a [Federation President's Annual Report Form](#) for the Annual Meeting.
- [] Indicate to your Metropolitan who your representatives to the Annual Meeting will be, and request, or follow-up to the Chairman's request for, a letter of greeting.
- [] Forward suggestions/requests for agenda items to the National Chairman.
- [] Assist the National Chairman with other activities and projects related to the Annual Meeting and/or the Clergy-Laity Congress.
- [] In a Clergy-Laity year, submit [Suggestions for Invitations to the National Forum Reception to the National Chairman](#).

Throughout the Year:

- [] President: Place an update of National Forum activities on the agenda of each of your Executive Board and Federation meetings. Share upcoming Forum activities, new publications, and current issues. Ask your members for input to the National Forum's agenda.
- [] Publicize the National Forum in your communications. Use press releases and flyers sent to you through the National Chairman or request specific information.
- [] Provide links on your website to National Forum announcements and information on its website to assure that website visitors have the most current information.
- [] Publicize National Forum materials. Bring sample copies and order forms to your meetings and events. The Forum provided a complimentary Display Packet of all its materials to each Federation in 2004 for this purpose. If your packet needs refilling, contact the Office of

Publications for materials at a discounted price.

- [] Send names and emails to the National Chairman for inclusion on the National Forum's CHURCH MUSIC and YOUTH MUSIC e-mail lists. Announce the availability of the lists and how to subscribe in your newsletters and at meetings.
- [] Announce the URL's of the National Forum and Youth Music FACEBOOK pages availability of the list in your newsletters and at meetings.
- [] Plan and host a Church Music Institute for your Federation. The National Forum budgets a subsidy to each Federation to support this type of educational activity. Guidelines for Hosting a Church Music Institute are available.
- [] President: Place the selection of your nominee(s) for the [St. Romanos Medallion Award](#) on the agenda of an appropriate Federation meeting to meet the January 31st Clergy-Laity year deadline.
- [] President: Place the selection of your nominee(s) for the Patriarch Athenagoras Metropolis Service Medal on the agenda of an appropriate Federation meeting.
- [] Respond to requests for input from the National Chairman.
- [] Request information and/or assistance from the National Chairman.
- [] If your Federation is working on a project for your Metropolis, consider if it would have national implications and/or use. If so, discuss it with the National Chairman - share ideas about how your Federation and the National Forum could collaborate and co-sponsor the project for Archdiocesan-wide exposure.

APPENDIX A

Links to Forms to be Submitted to the National Chairman:

- * [Coordinating Committee Membership Form](#)
- * [Individual Stewardship Form](#)
- * [Federation Stewardship Form](#)
- * [Nomination Procedures and Forms for the St. Romanos Medallion for Exemplary Archdiocesan Service](#)
- * [Nomination Procedures and Forms for the Patriarch Athenagoras Medal for Distinguished Metropolis Service](#)
- * [Certification of Official Delegates to the Annual Meeting Form](#)
- * [Federation President's Annual Report Form \(sample\)](#)
- * [Annual Meeting Registration Form \(sample\)](#)
- * [Input to the National Chairman Form](#)
- * [Suggested Invitations List to the National Forum Reception](#)

APPENDIX B

Links to Resources for the Federations:

- * [National Forum Charter, By-Laws, and Operational Procedures](#)
- * [Opening Prayer for Church Music Events](#)
- * [Choir Members Stewardship Pledge](#)
- * [National Forum Publications List](#)
- * [Issues of MUSICA \(order form\)](#)
- * [Hymnology Materials](#)
- * [Request for Materials Form](#)
- * [Materials for National Church Music Sunday](#)
- * [Ideas for Honoring Your Church Musicians](#)
- * [Guidelines for Church Music Institutes \(CMI's\)](#)
- * [National Forum Position Statements](#)