

# Materials and Methods: Church Music Administration and Practicum

MUSM 5287/ MUAG 4740

Spring 2020 / 1:00 PM-3:50 PM / MUSIC BUILDING 253  
COLLEGE OF MUSIC, UNIVERSITY OF NORTH TEXAS

Instructor:

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## COURSE DESCRIPTION:

Music Ministry is a constantly evolving, dynamic field. This course consists of two components to prepare students for careers in Music Ministry. The analytical portion covers best practices in church music administration, congregational analysis, and other professional concerns. The applied practicum portion of this course will provide students with opportunities to develop and hone critical musical leadership skills in a variety of pastoral and musical contexts.

### Course Topics:

- Church Music Administration
- Professional Concerns
- Communication Styles
- Congregational Analysis
- Funerals and Weddings

### Applied Practicum Topics:

- Cantoring/ Songleading
- Composition/ Arranging
- Accompanying
- Conducting

## COURSE TEXTS:

Bell, John L (2007). *Singing Thing too: Enabling Congregations to Sing*. GIA Publications, Inc., Chicago, IL. ISBN: [978-1579996901](https://www.gia.org/978-1579996901)

Bradley, C. Randall (2015). *From Postlude to Prelude: Music Ministry's Other Six Days, 2nd Edition*. Morningstar Music Publishers, St. Louis, MO. ISBN: [978-0944529669](https://www.morningstar.com/978-0944529669)

Eicher, David, ed. (2013). *Glory to God: The Presbyterian Hymnal*. (Red or Purple Pew Edition). Westminster John Knox Press, Louisville, KY. ISBN: [978-0664503130](https://www.wjkpress.com/978-0664503130)

Tel, Martin, ed. (2012). *Psalms for All Seasons: A Complete Psalter for Worship*. Faith Alive Resources, Grand Rapids, MI. ISBN: [978-1587433160](https://www.faithalive.com/978-1587433160)

## **COURSE SCHEDULE:**

- January 17: Course Introduction  
The Historical and Evolving Role of the Sacred Musician  
Compiling a Philosophy of Sacred Music  
Practicum: Introduction to Cantoring
- January 24: Writing a Professional Rsume/CV and Cover Letter  
Searching for and Applying for Music Ministry Positions  
Negotiation and Employment Contracts  
Practicum: Chant studies  
*Personal Philosophy of Sacred Music and Worship Due at beginning of class*
- January 31: Congregational Studies I (Ammerman et al)  
- Ecology Frame  
- Theology Frame  
Practicum: Leading Psalmody  
*Resume or CV Draft Due*
- February 7: Congregational Studies II  
- Culture Frame  
- Resource Frame  
Practicum: Leading Hymnody/ Teaching New Music  
*Resume or CV Final Due at beginning of class*
- February 14: Congregational Studies III  
- Process Frame  
- Summarizing  
Practicum: Leading Global and Cyclical Song
- February 21: Self-Care for Music Ministers  
Practicum: Exploring Psalmody- Genres, Settings, and Applications
- February 28: Interpersonal Relationships (Meyers-Briggs)  
Communication Strategies  
Team Leadership  
Practicum: Composing Session 1  
*Congregational Study Report Due*
- March 6: Clergy/Staff Relations  
Understanding Your Personality  
Practicum: Composing Session 2
- March 13: SPRING BREAK

- March 20: Music Ministry Administration  
Budget and Finances  
Recruitment  
Practicum: Accompanying with the Piano  
*Psalm Composition Due*
- March 27: Weddings and Funerals, Part I  
Professional Concerns  
Professional Organizations and Conferences  
Practicum: Accompanying with the Organ
- April 3 : Weddings and Funerals, Part II  
Instrument Maintenance  
Music Library Organization and Maintenance  
Practicum: Preparing a Choral Rehearsal  
*Music Budget Exercise Due*
- April 10: Flex Day- student conferences, make-up day, TBD
- April 17: *Congregational Study Presentations*  
Practicum: Choral Conducting
- April 24: *Congregational Study Presentations*  
Practicum: Conducting Instrumental Ensembles

### **ASSIGNMENTS AND GRADING:**

- Personal Philosophy of Worship and Sacred Music (5 points)
  - o Due January 24 at the beginning of class
- Professional Resume or CV (10 points)
  - o Rough Draft due January 31
  - o Final Due February 7 at the beginning of class
- Psalm Composition (10 points)
  - o Due March 20 at the beginning of class
- Budget Exercise (10 points)
  - o Due April 3 at the beginning of class
- Congregational Study Report and Presentation (30 points)
  - o Report Due by February 28 at the beginning of class
  - o In-class presentations on April 17 and 24
- Group Discussion/ Practicum Participation- (35 points)
  - o Class discussions and the applied practicum are an important part of our class. Be prepared to speak up and offer your thoughts. Daily grades will be taken and averaged at the end of the semester

## **ATTENDANCE:**

Because this course only meets once a week, your attendance at every session is critical. Each unexcused absence will lower your final grade by 5 points.

## **Disability Accommodations**

*The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at [940.565.4323](tel:940.565.4323).*

## **Academic Integrity:**

*As a student-centered public research university, the University of North Texas promotes the integrity of the learning process by establishing and enforcing academic standards. The Student Standards of Academic Integrity (University Policy Manual, section 06.003) are based on College of Music Faculty Handbook educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. The Student Standards of Academic Integrity applies to current and continuing students of the University.*