

**EASTERN FEDERATION OF
GREEK ORTHODOX CHURCH MUSICIANS
OF THE GREEK ORTHODOX METROPOLIS OF NEW JERSEY**

EFGOCM CONFERENCE GUIDELINES

1. OVERVIEW

These guidelines have been compiled by the Eastern Federation of Greek Orthodox Church Musicians (EFGOCM) to assist any parish interested in hosting our Annual Conference. The guidelines are designed to assure a successful Conference. Host parishes are expected to adhere to these guidelines.

The Conference is sponsored by the EFGOCM and hosted by a parish within the Metropolis. On occasion, the Conference may be hosted by the EFGOCM Board.

Planning a Conference requires on-going communication between the EFGOCM Board and the host parish, which include the host priest and conference committees, and particularly between the EFGOCM President and the Conference Chairperson. This is necessary to ensure not only a workable and enjoyable program but also one that meets the aims, purposes, and objectives of the EFGOCM. The EFGOCM Board is available to assist when needed.

These guidelines may be modified by a majority vote of the EFGOCM Board.

2. EFGOCM RESPONSIBILITIES

- a. The EFGOCM Council shall select the music and guest conductor for the Conference. (*EFGOCM BYLAWS, Article VII, No. 3.b*)
- b. The EFGOCM Board shall select the guest organist and guest youth conductor.
- c. The EFGOCM Board shall review all written requests to host a Conference and select the Conference site by a majority vote. The EFGOCM Board shall confirm in writing the acceptance of the host parish's bid. The EFGOCM Board shall work with the host parish to ensure that the dates selected work for both the host parish and the guest conductor.
- d. The EFGOCM President shall invite the Metropolitan to attend the Conference and notify the Metropolitan of the Annual Conference dates and locations as soon as possible. The EFGOCM President shall forward all Conference information to the office of the Metropolitan.
- e. The EFGOCM Board shall meet with the host parish in ample time for planning the Conference and to provide guidance. The Board shall also provide a registration template for adults and youth which includes the National Forum's guidelines on requesting permission for the use of images.
- f. The EFGOCM Continuing Education Committee shall work with the Conference Committee to include a Church Music Institute (CMI) of 6 hours into the Conference schedule, along with coordinating the related food and facility requirements. The Continuing Education Committee shall manage the CMI at the conference.

- g. The EFGOCM Communications Committee shall provide the Conference Chairperson with mailing lists and add Conference information to the EFGOCM website.
- h. The EFGOCM District Supervisors should organize regional rehearsals of the conference music in their Districts.
- i. The EFGOCM President shall work with the host Priest to arrange for the administering of the oath of office and distribution of service awards at the conclusion of the Divine Liturgy and be responsible for the content of the program.
- j. The EFGOCM Board shall pass a tray on behalf of the EFGOCM during the Divine Liturgy, the proceeds of which go entirely to the EFGOCM treasury.
(*EFGOCM BYLAWS, Article X, No. 4*)

3. HOST PARISH RESPONSIBILITIES

- a. The host parish shall submit a written request with tentative dates of the conference to the EFGOCM Board. The request shall be signed by the parish priest, the parish council president, and the choir director. The host parish shall agree to adhere to these **EFGOCM Conference Guidelines**. (*EFGOCM BYLAWS, Article X, No. 2*)
- b. The date for the EFGOCM Conference has traditionally been in October. The National Forum has requested avoiding the scheduled dates of other Federation Conferences and National Church Music Sunday, which is usually the 1st Sunday in October.
- c. The host parish shall choose a Conference Chairperson to oversee the planning of the Conference and to serve as the liaison with the EFGOCM Board. The Conference Chairperson shall organize conference committees based on the **Suggested Conference Committees** outlined in these **Guidelines**.
- d. The Conference Chairperson shall provide a Conference schedule to the EFGOCM Board for review and approval six months prior to the Conference. The Conference Chairperson shall provide periodic status reports to the EFGOCM Board.
- e. The Priest from the host parish shall serve as an advisor guiding the Committee on liturgical aspects and assist the Conference Chairperson in procuring help and assistance from the Parish Council, Philoptochos and other organizations from the church community to insure a successful Conference.
- f. The Metropolitan or his designee shall administer the oath of office to the EFGOCM Board and present the service awards, including the Athenagoras I Medallion and Certificates for 50 Years of Service at the conclusion of the Divine Liturgy. The EFGOCM President shall be responsible for the content of the program.
- g. The host parish Conference budget shall include the registration and accommodation expenses for the Metropolitan and his Deacon(s) or designee.

- h. The host parish Conference budget shall include the honoraria, transportation, registration, and accommodation expenses for invited non-clerical guests and the following participants:

- 1) Guest Conductor Honorarium: \$500
- 2) Guest Organist Honorarium: \$300
- 3) Guest Youth Conductor Honorarium: \$150
- 4) Workshop Clinician Honorarium: \$100

Honoraria are payable during the Conference. Any deviation from the above schedule must be submitted to the EFGOCM Board for review and approval.

- i. As a reciprocated courtesy, the registration fee of the National Forum Chairman and visiting Federation Presidents shall be waived.
- j. All EFGOCM members in attendance shall pay a registration fee, including the host parish choir members. Under most circumstances, registration money shall not be refunded after the specified refund date set by the host parish. Pre-registration is recommended.
- k. The financial books of the Conference shall be closed within 90 days of the Conference and submitted to the EFGOCM Treasurer along with half the profits of the Conference. **If no profit is realized, the EFGOCM shall not incur financial loss.**
- l. No recording of copyrighted music shall be made without the written permission of the copyright holder. If the host parish elects to record copyrighted music, it shall notify the EFGOCM Board in writing whether the recording will be for archival and/or fundraising purposes. The EFGOCM Board shall notify the host parish in writing if permission is secured from the copyright holder. **The host parish shall not arrange for recording without receiving written authorization from the EFGOCM Board.**
- m. It is suggested that all contracts be reviewed by the host parish's legal counsel prior to signature.

4. SUGGESTED CONFERENCE COMMITTEES

The host parish shall organize Conference Committees. The Conference Chairperson shall coordinate all Conference activities and committees. The following list of suggested committees is provided for guidance.

Administration Committee

- a. Handle all correspondence. Thank all volunteers and those who donated items, time, etc.
- b. Arrange for the professional recording of the Divine Liturgy once written authorization from the EFGOCM Board has been received. If a recording is made, complimentary recordings should be sent to the Metropolitan, guest conductor, guest organist, EFGOCM archivist, celebrating priests, and the composer.
- c. Secure a photographer and schedule a time for the group photograph.
- d. Coordinate with the Clergy, the host Parish Council, and the EFGOCM Board regarding all Conference activities.

Finance Committee

- a. Appoint a Conference Treasurer to handle all financial activities in a timely manner.
- b. Open a special Conference checking account; all checks should be signed by both the Conference Chairperson and Treasurer.
- c. Send a financial statement along with a check for the EFGOCM's share of the Conference profits to the EFGOCM Treasurer within 90 days of the Conference.
- d. Close the special checking account after all business has been completed.
- e. If a Conference is unexpectedly cancelled, all monies collected shall be promptly refunded.

Program Book Committee

- a. A program book is a great source of revenue while serving as a memento of the Conference.
- b. Procure advertisers, sponsors, and patrons.
- c. Compile, print, and distribute the program book which generally includes:
 - 1) Letters from the Metropolitan, host parish/Priest, Conference Chairperson, and EFGOCM President
 - 2) Schedule of events
 - 3) Photographs of EFGOCM member choirs
 - 4) Listings of all advertisers, sponsors, and patrons
 - 5) Acknowledgements

Lodging Committee

- a. Arrange accommodations for Conference participants, and if possible at a reduced group rate. Also if possible, negotiate releasable rooms so that rooms that are not reserved or cancelled are not guaranteed and can be returned to the hotel at no cost to the Host Committee.
- b. Book accommodations for the Metropolitan and his Deacons or designee, guest conductors, guest organist, clinicians, and invited guest.
- c. Ensure that the Finance Committee pays for these rooms.

Food Committee

- a. Provide all food to Conference participants. One of the major factors that shall determine the amount of profit of any Conference is the cost and management of the food. Food donations help cut the cost. Be sure to adhere to all seasonal and special fast periods of the Church, making sure to coordinate with the parish Priest.
- b. Meet the special dietary needs (gluten-free, vegetarian, etc.) of preregistered participants. Ask for a list of special dietary needs from the registration committee. If a request is problematic, contact the participant to plan with them how best to accommodate.
- c. Try to have all meals and snacks prepared and served at the church community center.

- d. Set up a time schedule and ask other organizations from the church to assist with the meals. The meals have generally included:
 - 1) Thursday: 1 meal (Optional)
 - 2) Friday: 3 meals
 - 3) Saturday: 3 meals
 - 4) Sunday: 1 meal (Farewell Luncheon)
- e. Plan the Farewell Luncheon immediately after the Divine Liturgy on Sunday. If the host committee chooses to open the Sunday Luncheon to the community at large, ensure adequate seating and food is available for the Conference participants.

Facilities Committee

- a. Arrange for an appropriate organ for church services and organ/piano for rehearsals.
- b. Ensure that the organ speakers are evenly distributed.
- c. Provide the conductor's stand, chair, podium, and amplification.
- d. Coordinate sanctuary accommodations for the choir.

Publicity Committee

- a. Promote the conference.
- b. Prepare information for the First Mode as requested by the EFGOCM President.
- c. Send notices of the Conference to the local media as well as to other area Orthodox parishes.
- d. Post Conference information on the host parish website.

Registration Committee

- a. Prepare a registration packet to be distributed by first-class mail at least 2 months prior to the Conference.
- b. Process registrations received from both singing and non-singing participants.
- c. Provide a list of special dietary needs from the registration forms to the Food Committee.
- d. Prepare and distribute Conference packets to all participants on arrival. Conference packets should include but not be limited to meal tickets in different colors, nametags, additional music, Conference schedule, Conference program book, and information about photographs and/or recordings, etc.

Transportation Committee

- a. Provide local transportation.
- b. Enlist the assistance of the Parish Council and the Priest in arranging transportation for the Metropolitan, if he is participating.

5. GENERAL SUGGESTIONS

- a. Before services, the Guest Conductor, and if feasible the choir, should seek the blessing of the officiating clergy.