

FRIENDS OF MUSIC
GRACE EPISCOPAL CHURCH

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The current committee members are:

Will Gotmer, Director of Music (Ex-officio Member)

Stuart Higginbotham, Rector (Ex-officio Member)

Meredith West & Scarlet Pendarvis, Vestry Liaisons (Ex-officio Member)

Dwight Hutchins, Ruth Money, Brenda Morgan (Term ends July 31, 2019)

Sally Bonyng (Chair), Keith Williamson, Joy Werth (Term ends July 31, 2020)

Linda Fowler, Kathy Amos, Tim Meehan (Term ends July 31, 2021)

The Friends of Music Committee will consist of nine voting members, each serving a three year term in staggered rotation (three new members each year).

Members will rotate on and off on August 1st.

The new members will be selected as follows:

- One member will be chosen from the choir
- One member will be chosen by the Director of Music/Organist
- One member will be chosen by the Rector

The chairperson will be selected by the nine committee members from among themselves.

Those members who rotate off can stand for re-selection after resting for two years.

Seat vacancies may be filled by the remaining members of the committee.

MISSION STATEMENT

To cultivate and support the music ministry at Grace Episcopal Church by offering enhancement to regular Sunday worship and providing special musical services and concerts; with the hope of enriching our parish life and the community.

GOALS

1. To assist the Director of Music and the Rector in creating an annual series of musical events to be held at Grace Church. The series should be a mix of concerts and sacred services and should include outside performers as well as our own choir.
2. To enhance the Ministry and Outreach of Grace Episcopal Church.
3. To provide adequate financial support for this series with a fundraising program, structured to avoid interference with Grace's annual stewardship campaign.

DIRECTIVES FOR USE OF FOM FUNDS

It is our understanding that the following are the expected areas in which the Friends of Music funds are to be used:

1. Vocal and instrumental musicians hired for concerts and services
2. Travel expenses and accommodations for guest performers
3. Musical scores for major works purchased specifically for Friends of Music concerts and services
4. Appropriate equipment needed for concerts and services
5. Reception food and beverage for selected concerts and services
6. Section Leader* expenses to be shared equally with the Grace Church operating budget. These leaders are either professional or student vocalists and are present for all rehearsals and Sunday/Seasonal worship services.

(*Long-term Goal: Grace Church operating budget will equally share in the cost of section leaders as their vocal support and leadership in regular rehearsals and service is very much a part of our general church operations.)

7. Any expenses incurred to promote annual fundraising effort
8. Other expenses agreed upon by the Friends of Music Committee

EXCLUSIONS TO USE OF FOM FUNDS

1. Expenses incurred for Grace Church's usual and customary Sunday/Seasonal services of worship, other than the aforementioned cost-sharing of Section Leaders (see #6 Use of Friends of Music funds, above)
2. Tunings and service calls of Grace's pianos
3. Servicing of Carillon (Tower Bells)
4. Tunings and service calls of the Casavant Pipe Organ

FUNDRAISING GUIDELINES

In order to avoid interference with the annual stewardship drive of Grace Episcopal Church, Friends of Music will solicit donations solely during the first quarter of each calendar year, beginning on February 1st. This solicitation will consist of one mailing, along with various announcement vehicles. However, anyone, at any time during the year, may support Friends of Music with monetary gifts to the Friends of Music fund.

The mechanics of disbursements and accounting are to be handled by the Parish Administrator in the manner already established for present Grace Church disbursements. As is the policy for use of Grace facilities, the Vestry will be kept apprised as to decisions reached about, and scheduling of, special musical events, recognizing that the Rector grants final permission to use any portion of Grace Church's campus.

Friends of Music donors will be listed in all Friends of Music programs, unless indicated otherwise, under the following levels:

*Saint - \$2,500 and above

*Seraphim - \$1,000-2,499

*Archangel - \$500-999

Angel - \$100-499

Patron - \$25-99

*These donors will receive preferred seating at all Friends of Music concerts.

A general budget for each program year (September through May) will be approved by the Friends of Music committee. The Director of Music and Rector will work with the approved budget to carry out the Friends of Music series. Special requests for Friends of Music fund usage may be made throughout the year and voted on by the Friends of Music committee. The Rector and Director of Music may authorize the use \$500 or less without the approval of the committee if unforeseen expenses arise and need immediate attention.

Committee Member Responsibilities

Friends of Music committee members will be responsible for:

1. Friends of Music members will attend Friends of Music meetings as called by the Director of Music, Chairperson, or Rector.
2. Friends of Music members will assist with fundraising solicitations (Feb. 1st mailing, follow-up calls, gala).
3. Friends of Music members will serve as ushers/greeters for all Friends of Music concerts and services.
4. Friends of Music members will help advertise and promote the concert series.
5. Friends of Music members will assist with any receptions hosted by Friends of Music.