

# **Music Committee Handbook**

UUCSC 2014

Revised 2020, 2023

**Thank you for reviewing and following these guidelines and procedures. May your committee accomplish its work in a loving, open, and joyous spirit.**

The purpose of this handbook is threefold:

- 1) To help the Music Committee work with the Music Director (MD) to carry out their duties following the timeline approved by the UUCSC Board.
- 2) To clarify the protocols for staff and program evaluations and resolving employee issues as stated in the Personnel Policy Manual (P.P.M.). The MD is staff/employee of the UUCSC.
- 3) To clarify the relationship between the Music Committee and the Music Director. The Supervisor is defined in the Personnel Policy Manual as the Minister, or the Personnel Committee. The Music Committee is not a supervisor and does not have authority to discipline or otherwise sanction the Music Director.

The Music Committee is directed to review the following sections with the Music Director every year, during the September meeting. *(It should be noted that each employee has been given a Personnel Policy Manual and has signed it, formally acknowledging receipt and their responsibility to “read the Manual and comply with the policies, practices and rules of the Employer.”)*

**I. Timeline:** Sequence of the **Music committee’s** duties from the P.P.M., section V. E., revised for this handbook.

#### A. CALENDAR

- September
  - Update records and files
  - Create meeting schedule
  - Review last year’s program and goals with emphasis on any areas of improvement
  - Set annual program goals
  - Review Committee Handbook procedures with staff member
  - Review last year’s program evaluation form
  -
- October
  - Submit program goals to Board 7 days before October meeting
  -
- March
  - Committee and MD complete a Program Evaluation by 3/21
  - Submit any requested changes relating to preparation of a new contract to Personnel Committee
  -
- April
  - Submit Program Evaluation to Board 7 days before April meeting
  -
- May
  - Committee Chair meets with Supervisor and staff member to plan coming year program and review past year’s program
  - Chair writes and submits Annual Report for Congregation’s annual business meeting
  -
- June
  - Resolve any unfinished business; refer to Board any unresolved issues 7 days before June Board meeting and copies to Personnel Committee

**II. Annual Program Evaluation** See the appendix for P.P.M. section I. N., Performance Evaluation.

- September: Committee writes program goals
- October: Committee submits program goals to the Board 7 days before October meeting
- March: Committee and staff member write a Program Evaluation by 3/21. The Program Evaluation is based on the goals set in September
- April: Committee submits the Program Evaluation to the Board 7 days before the April Board meeting

### **III. Resolving Employee Issues**

The bullets explain the Formal Procedure the committee, staff member or supervisor should take, after every effort has been made to collaboratively work out unresolved issues. See the appendix for P.P.M. section I. N., Resolution of Employee Complaints.

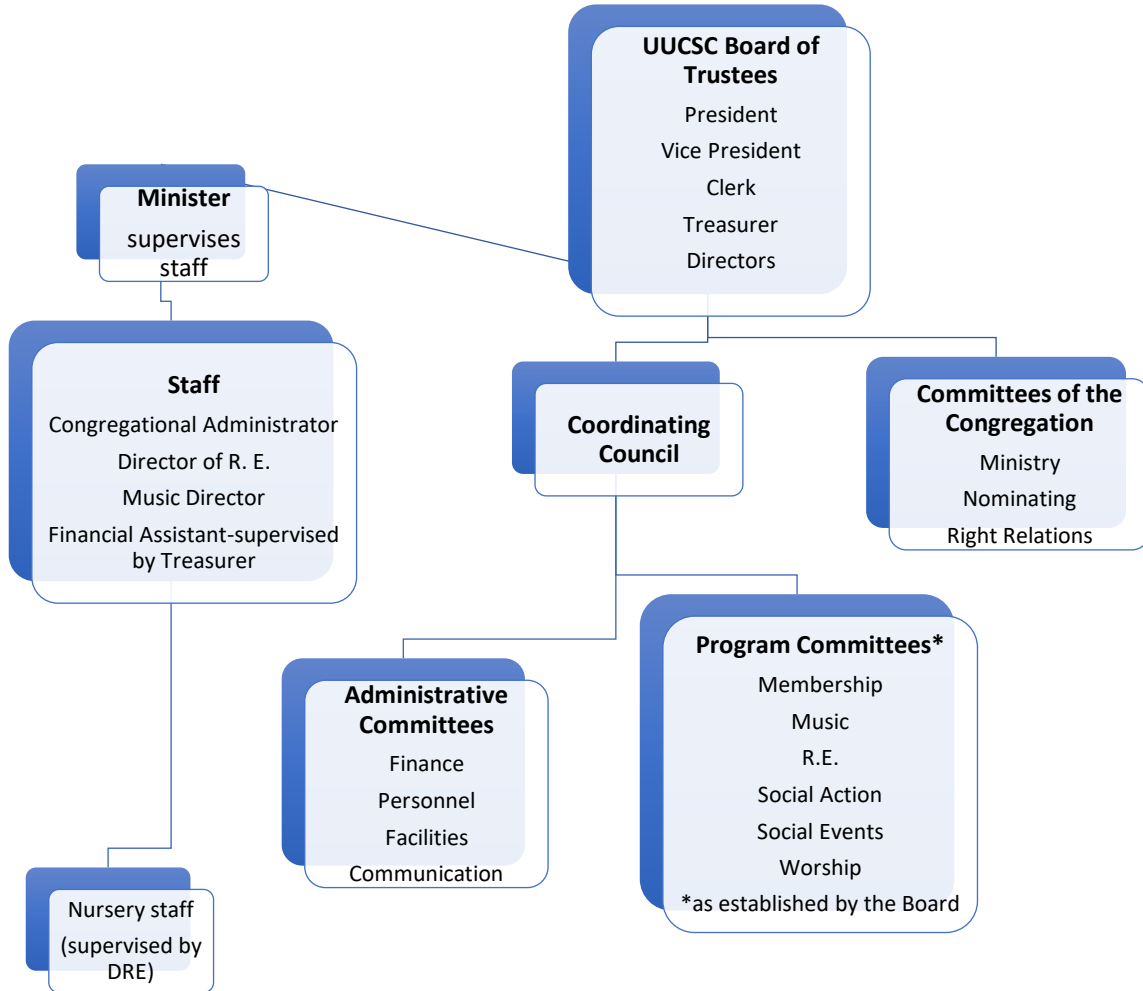
#### **Formal Procedure**

- The committee, employee or supervisor requests a meeting with the Personnel Committee
- Personnel Committee will investigate and/or hold a hearing and recommend a resolution to the problem.
- If Personnel Committee's resolution is not satisfactory to any of the parties, the Board will review the Personnel Committee's recommendation. The Board's resolution to the issue is final and binding.

### **IV. Requesting Changes to Staff Duties or Job Descriptions**

Committees do not have the authority to change the staff members' working conditions. Any requested changes to the staff members' working conditions, or a change in duties that would change his/her job description and might affect a new contract, must be made with the agreement of the staff members and their supervisor, or the request becomes an unresolved issue. Unresolved issues must be brought to the Personnel Committee. Requests need to be communicated to the Board and the Personnel Committee in March, before their respective monthly meetings.

## V. Organizational Chart



## **VI. (A) Music Program Sample Goals and (B) Evaluation Form Template**

### **A. Sample Goals**

Welcome new members

Maintain an organized music library

Christmas Eve, Eve concert

Annual Concert Fundraiser to support the music program

Annual Music Committee Service at the end of the church year

### **B. Evaluation Form Template**

#### **UUCSC Music Program Evaluation (Music Committee)**

(An introductory paragraph, which summarizes the year, goes here.)

**I. Comments on goals for church year \_\_\_\_\_ follow:  
(List the goals and provide space for comment on each goal here)**

**II. Please comment on the following:**

***-What aspects of the music program are you most happy with?***

***-In what areas would you like to see the music program grow or improve?***

***-Please include any important comments not directly addressed in the goals.***

## **VII. Sample Annual Report**

Annual Report of the Music Committee 20XX

Committee Members: \_\_\_\_\_

This has been another successful year for the music program. The choir continues to improve and be inspired under the MD's expert leadership. The MD has selected new and challenging choral arrangements. The MD enralls the choir and congregation with his beautiful piano pieces.

The Christmas Eve-Eve concert was a tremendous success with a packed house.

The MD is bringing in a men's singing group for a May 26, concert. This is a fundraiser for the UUCSC Music program.

The Music Committee Service will be held June 10.

Respectfully submitted, \_\_\_\_\_ Chair

## **VIII. MUSIC COMMITTEE JOB DESCRIPTION**

Time: Regular, scheduled meetings, following the Calendar in the Music Committee Handbook

Mission: Music is a critical component for the fullness of church life.

The Music Committee supports the Music Director and creates a Music Program in collaboration with the Music Director.

Committee Responsibilities:

- Regular meetings
- Communicate concerns regarding the music program to the appropriate people on other committees and/or the Board
- Develop and update strategic goals and plans for the music program
- Complete and submit an annual program evaluation to the Board
- Submit an annual report for the congregation's Annual Business Meeting

Chair Responsibilities

- The chair schedules and sets the agenda for committee meetings.
- The chair sends reports to the Board as needed and ensures the committee completes any paperwork that is required.
- The chair submits the Annual Goals, Annual Evaluation, and the Annual Music Program Report to the Board.
- The chair attends Coordinating Council meetings, or the chair may ask another committee member to attend.