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The Congregational Church of Hollis

Music Board



Meets on 2nd Thursdays at 6:00pm
3 year term

The Music Board supervises the music program for the church. The music staff, including the organist(s) and the choir and hand bell directors, report directly to the Music Board.

Responsibilities:

- Oversee and update job descriptions, conduct yearly reviews and resolve issues concerning music programs and music staff
- Ensure maintenance and cleaning of the pianos, organ and bells; clean choir robes
- Administer music budget and special funds
- Advocate for the Music Ministry including choir(s), Bells/Chimes and special music (summer and early service)
- Oversee music licensing
- Organize and assist choir director with music program for Christmas Sunday and Christmas Eve services
- Monitor summer music program
- Plan music calendar for services with pastor
- Conduct annual concert
- Represent the Music Board on Church Council
- Support and assist with special church events (e.g., picnics, coffee hour, celebrations)

Time & Talent Opportunities for Church Volunteers:

- Supply music for summer and early Sunday worship services; provide music for Christmas Fair luncheon
- Help with baking and serving refreshments for summer concert
- Dust pianos and organ and wash keyboards
- Assist with and participate in special church events and activities

From Feb 2018 Bylaws

The Board of Music

- (a) The Board of Music shall consist of six members who shall serve a term of three years each, with two members being elected annually. In addition, a member of the Board of Deacons shall serve on this Board. The Board shall elect its own chairperson. The Choir Director(s) and Organist(s) shall be members ex officio and without vote.
- (b) The Board shall supervise the music program of the church. The organist(s) and choir director(s) shall be directly responsible to the Board. The Board shall be responsible for administering the purchase of music and shall recommend a budget for music to the Trustees each year. The Board shall be responsible for recruiting choir members and recommending organists and choir directors when vacancies shall occur.
- (c) The Board shall consult with the Board of Trustees and the Board of Deacons for guidelines concerning the musical portion of the worship service.
- (d) The Board shall be responsible for assuring that the use of music for all choirs and for congregational participation is in accordance with the current copyright laws.
- (e) The Board shall make a written report to the church at the annual meeting.
- (f) All business of the Board shall be conducted at scheduled meetings with a quorum of at least three members present.