

Organizing and Running a Church Music Institute (CMI) Workshop

A Regional Administrator's Guide

The Regional Administrator:

1. Works with the Federation's Music Minister to secure a venue and a date for the CMI workshop.
2. Works with the Federation's President, the Music Minister and the host choir director to secure an organist for the event.
3. Works with the host parish priest and the choir director to organize the workshop. That includes:
 - a. Making sure that the host parish priest will be available to speak about the themed subject. If the parish priest is unavailable, the RA works with the Music Minister to arrange for a guest clergy speaker.
 - b. Discussing with the director and key members of the host choir about making arrangements for hosting a continental breakfast and a simple lunch. Requesting that the cost of the food be underwritten either by their parish council or by local donations.
4. Works with the designated facilitator and provides him/her with whatever support is necessary.
5. Makes sure that an announcement for the CMI workshop is distributed to all choir members of the region via email (ListServ) and/or hard copy announcements (flyers) via postal service. If mailing of hardcopy announcements is required, the RA will make copies of the CMI workshop Announcement and Registration Form for his/her region, will affix mailing labels provided by the Data Base Administrator, and will mail them out approximately six weeks prior to the date of the workshop. Approximately ten days prior to the workshop, the RA sends an email message to all the choir directors of the region, asking them to poll their choirs and send back a reply with the names of participants from their choir. All registrations whether via email or via the postal service must be sent to the RA.
6. From a copy of the music and other handout materials issued by the Music Minister, makes enough copies for all the registrants. In addition to the music, other handouts include a workshop schedule and a feedback/evaluation sheet. If there is enough time between CMI workshops in the Metropolis, copies of the music can be sent from one venue to another so that reproduction of music handouts is kept to a minimum.
7. As the registrations are received by the RA either via email or through the postal service, the RA prepares a pre-registration list.
8. The RA organizes a raffle drawing. The names of all the pre-registered participants are placed in a container for the drawing which takes place on the day of the workshop at the appropriate time according to the schedule. The prizes can be two gifts, usually gift cards, one for approx. \$10.00 and one for approx. \$15.00.

9. On the day of the workshop the RA acts as the representative of the Church Music Federation. In that capacity he/she:
 - a. Welcomes and checks-in the participants as they come-in. The host choir could be asked to assist with the check-in.
 - b. After breakfast the RA opens the program by welcoming the participants and introducing the presenters (clergy and facilitator)
 - c. The RA acts as the timekeeper and makes sure that the day goes according to schedule.
 - d. At the conclusion of the workshop the RA collects the Evaluation Sheets and mails them to the Music Minister.
10. The budget for organizing a CMI workshop must not exceed the amount of two hundred dollars (\$200.00). Reimbursable items include the cost for mailing the flyers (if required), for copying the music, and for the purchase of the raffle prizes. Expenses for travel, honorariums and any other type of compensation fees come from a different purse and are not included in this budget.