

Handbook for January Jubilee



Prepared by the

COMMITTEE ON SHARING SKILLS AND RESOURCES

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The mission of the American Guild of Organists is to enrich lives through organ and choral music.

To achieve this, we:

- Encourage excellence in the performance of organ and choral music;
- Inspire, educate, and offer certification for organists and choral conductors;
- Provide networking, fellowship, and mutual support;
- Nurture future generations of organists;
- Promote the organ in its historic and evolving roles; and
- Engage wider audiences with organ and choral music.



AMERICAN GUILD OF ORGANISTS

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The American Guild of Organists, through January Jubilee proudly supports the part time musician.

PURPOSE

January Jubilee is for the purpose of nurturing musicians working for religious institutions, introducing those musicians unacquainted with the AGO to its work and mission, and encouraging them to become members of the Guild.

WELCOME TO JANUARY JUBILEE

Welcome to the world of January Jubilee, a successful outreach program sponsored by the American Guild of Organists. Your January Jubilee will offer a rewarding chance to give your AGO chapter a more accessible and welcoming image, to fill the gap between the local chapter activities and conventions, and to meet and interact with peers who share an interest in the *King of Instruments*. January Jubilee is a program that is overseen by the Committee on Sharing Skills and Resources. This handbook is a guide for local AGO chapters and explains how to apply for, plan, and host a Jubilee. It contains specifics for the event that will ensure success in preparing and executing the program.

HIGHLIGHTS OF JANUARY JUBILEE

The winter months have been targeted for hosting a January Jubilee. January Jubilee is presented in the months of January, February or March at a single venue from 8 a.m. to 4 p.m., designed to offer 8 workshops that are one hour in length. The classes are double-tracked and taught by local volunteer leadership. The (optional) keynote speaker begins the day with a brief message of *“Inspiration for the Soul.”* Classes follow that offer *“Inspiration for the Mind.”* *“Inspiration for the Body”* is a delicious lunch provided at the conference and the cost is included in the registration fee. It is suggested that the registration fee be in the range of \$20-\$25. ***Relax - there are no transportation issues!***

A pipe organ and a digital organ will be required for the conference. The American Guild of Organists encourages the inclusion of all types of organs. The organization is not just for those who play a pipe organ. Individuals at all skill levels are encouraged to attend the event. The host church should have several pianos available for use at the workshops and a set of handbells would be a wonderful option.

Members of the host chapter will be encouraged to reach out to non-member church and synagogue musicians in the area to invite them to the January Jubilee, welcome them with intentional hospitality, and provide packets of information about the AGO. A six-month membership will be ***offered*** to every non-AGO member in attendance at the conference. *The complimentary membership will not be given to a former AGO member whose membership has lapsed.* The six-month membership includes the TAO Magazine, newsletters from the host chapter and correspondence from national. A mentor from the local chapter will be assigned to each prospective member.

The application to host a Jubilee can be found in this handbook on page twelve. A chapter budget for the most recently completed fiscal year should be submitted with the application. National will offer financial and technical support to the January Jubilees. Publicity for the Jubilees will appear in several issues of *The American Organist Magazine* as well as on the national website. Highlights of the Jubilees will be featured in the June issue of *The American Organist Magazine*.

AIMS OF JANUARY JUBILEE

- To organize a one-day conference hosted by a local AGO chapter(s) under the sponsorship of the national organization that is designed to reach out to an untapped base of church musicians unacquainted with AGO.
- To jump-start membership (new and former AGO members) and to invigorate chapters by renewed involvement of existing membership and leadership.
- To give the AGO a more accessible and welcoming image as it broadens the AGO demographic by age, by ethnicity, by skill level and by denomination.
- To minimize burden (time, money, etc.) and maximize outreach and growth.
- To energize those who attend by offering high-interest and practical topics taught by inspired, convivial leaders.
- To highlight locally gifted musicians, clergy, and presenters.

LEADERSHIP FOR JANUARY JUBILEE

The January Jubilee Leadership Committee should consist of the following personnel, with the responsibilities listed. Positions and/or responsibilities may be combined or subdivided as needed.

Director of the January Jubilee

- **Oversee Planning Meetings.** Assist and supervise each member of the January Jubilee committee as they work to fulfill their duties as outlined below.
- **July 1 – Submit Sketch of Jubilee** (name of host church, address and time) to CoSSR director for publicity in TAO and posting on the January Jubilee website.
- **August 1 – Submit JJ Budget and Jubilee Program** to CoSSR for approval.
- **September 1 – Request First Installment of Funds.** Upon approval of Jubilee budget by CoSSR – request the first installment of \$500 from national (September). Refer to page 6 of handbook - “Duties of Treasurer” for guidelines on requesting funds.
- **September 1 – Submit January Jubilee Program with Photos** for a two page spread in TAO/November to Todd Sisley (tsisley@agohq.org) with copy to Eric Birk (eric.birk@agohq.org.) and CoSSR director.
- **November 1 – Submit a Draft of Jubilee Brochure** to Eric Birk and CoSSR director for posting on website.
- **Two Weeks before the Jubilee – Submit the final version of the budget** to Eric Birk and CoSSR director for approval. Upon approval of the final version of the budget, request the final installment of supporting funds from national.
- **One Week Following the Jubilee – Assign mentors to new members.** Send the names and contact information for the new members to Leah Semiken to add to the national roster and TAO mailings two weeks following the Jubilee..
- **Two Weeks Following the Jubilee – Submit a Final Report** [JJ Handbook, page 14] to Eric Birk with a copy to the CoSSR director.
- **Two Weeks Following the Jubilee - Submit a Final Financial Report** to Eric Birk and CoSSR director.
- **April 1 – Submit a Narrative with Photos** to Todd Sisley for a TAO two page spread highlighting the Jubilee with copy to Eric Birk and the CoSSR director.

Facilities Coordinator

- Select a church with attractive facilities that are easily accessible to the public. Ample parking should be available. The campus should have a pipe organ, digital organ and pianos onsite. In the past we have been grateful for the generous provision of digital organs by local organ dealers.
- Plan the layout of the classes at the January Jubilee location. Prepare signs and/or maps giving directions to classes and restrooms, etc. Be available to assist the music store representative with the set-up of the music display.
- Make arrangements with the church staff for tables and chairs that will be needed for the lunch as well as the hospitality area/welcome center.
- If any technology is to be employed, the host should have a tech person on hand to ensure equipment will work. The host should know in advance the specific technologies that are needed for a presentation. Ask the presenters to arrive sufficiently in advance of presentation to test all equipment (projection, computer interface, audio system, all compatibilities).

Treasurer

- Develop and submit the January Jubilee budget to CoSSR by **August 1**.
- Manage the bookkeeping and dispensing of funds.
- The AGO National Headquarters will provide financial support, ranging from \$1,000 to \$2,000 (varies each year) for January Jubilees in two installments. **The first installment** of \$500 may be requested from National in **September** following the approval of the Jubilee budget by CoSSR (August). **The final installment** of supporting funds will be issued upon request to AGO national following the approval of **the final version** of the budget submitted *two weeks before the Jubilee*. All fund requests are made to Eric Birk (eric.birk@agohq.org) with a copy to the CoSSR director.
- Please submit with each fund request the following information:
 1. Amount being requested.
 2. The payee ("Pay to the Order of" recipient) to be printed on the check, usually the chapter name.
 3. Contact name and postal mailing address where the check should be mailed.
 4. The event's current budget spreadsheet showing budgeted/actual/variance columns for income and expenses.
 5. The event's brochure and/or a description of the event's program activities.
- Each Jubilee is expected to break even or to realize a small profit. (Any profit should be earmarked for future educational purposes.) Presenters are expected to donate their time and expertise. If a chapter deems a stipend is in order for any presenter the amount should be minimal. (This does not apply to any concert or recital the chapter may want to present immediately before or after the workshop.) *The expenses for the concert should not be included in the January Jubilee budget.* The artist is encouraged to be a part of the Jubilee event.

Program Coordinator

- Develop the curriculum for the event and enlist leadership.
- Determine that among the eight presentations there should be several at the beginner level, several at the advanced level, and several that might appeal to everyone regardless of level.
- Find a balance of use between the digital and the pipe organ.
- Secure the keynote speaker (optional).
- Decide the schedule for the January Jubilee. Limit the conference to eight hours (8 a.m. to 4 p.m.). Allow for eight workshops in hour sessions on double track.
- Suggested workshops: organ repertoire, choral reading, improvisation, organ registration, praise music, clergy-musician relations, conducting from the console, music for weddings and funerals, handbells, AGO exams, adapting accompaniment from the console, music technology, organ pedagogy.
- Secure the help of a digital organ representative if the church does not have a digital instrument.
- Design and print the program. It is suggested that this include a one-page syllabus from each presenter.
- Submit a draft of the Jubilee program to CoSSR for approval by **August 1**.
- Submit JJ article with photos to Todd Sisley, Eric Birk and CoSSR director by **September 1** for November TAO article.
- Submit “wrap-up” article with photos for **Jubilant Jubilees/June TAO** for the **April 1 “deadline.”**

Publicity Coordinator

- Advertise the event by developing a brochure by **November 1**. Send a draft of the brochure to Eric Birk (eric.birk@agohq.org) and the CoSSR director. The brochures will be posted on the January Jubilee webpage.
- Get mailing lists from local organ service companies – pipe and digital.
- Secure local chapter AGO mailing lists. Advise everyone to “save the date.”
- Use Williams Direct (www.churchladies.com or 888-830-9002) to supply names and addresses of every church in your area.
- Encourage AGO members to bring a non-AGO friend and to extend a personal invitation to church musicians in the area. Divide the list from Williams Direct and ask members to make personal contact with non-member organists.
- Ask a local music store to offer a music display.
- Send brochures to music stores, co-sponsoring chapters and other churches.
- Raise community awareness by featuring the January Jubilee online, in newspapers, on the radio and mail-outs to local churches and businesses.

All printed material should include the AGO seal, credit to donors who make a contribution at the National level to support all Jubilee events and the sentence “The American Guild of Organists, through January Jubilee proudly supports the part-time musician.”

Secretary/ Registrar

- Supervise the registration process. There should be two people staffing the registration desk – divide the tasks: pre-registration vs. walk-in.
- **One month before the Jubilee** order copies of TAO from Eric Birk and **membership forms** from Leah Semiken.
- Prepare the welcome packets to include: a) printed name badges that are easy to dispense; b) TAO magazine from national for non-members; c) workshop schedule with location of classes and a map of the facility; d) AGO membership form; e) list of local AGO chapter programs and officers with contact information; f) evaluation form – see page 14 of the handbook for a sample form; g) information about the music display; h) acknowledgements of churches, hosts, music store, sponsors, organ companies, etc.
- Send the names and contact information for the new members to Leah Semiken (leah.semiken@agohq.org) and CoSSR director **two weeks** following the Jubilee.
- There should be a clearly marked and inviting receptacle for the evaluation sheets. Assign an individual to remind the registrants several times during the conference about the importance of receiving the evaluations.

Hospitality Coordinator

- Enlist a local food service to cater the luncheon. Secure paper products.
- Display attractive photos of chapter events that would interest prospective members. Have the chapter's scrapbook displayed in a visible area.
- Plan refreshments for the welcome center to be available at the time of registration.
-

Mentoring Coordinator – The Guild Friend Program

- Pair an AGO mentor with one or two attendees who are potential new members.
- If **two or more chapters** combine to host a Jubilee the eligible new members should select the AGO chapter which is most convenient for them.
- The host Jubilee is encouraged to share the names of new members that do not live in their area with a local AGO chapter that can best serve them.
- Appoint a committee to develop a “Guild Friend Program” that will strengthen the relationship between the new members and the chapter.
- A six-month membership will be **offered** to every non-AGO member attending the Jubilee. The six-month membership includes the TAO Magazine, newsletters from the host chapter and correspondence from national.
- Encourage the mentors to contact the new members as soon as possible following the Jubilee. Ask for a follow-up report from the mentors.
- Contact info for the new members should be added to all chapter documents.
- Encourage the new members to renew their complimentary membership.

Photographer

- Review the article “Worth 1,000 Words” in January 2015 –TAO, pg. 54 (Everhardt).
- The photos must be a high-resolution TIFF or JPG (300 dpi, original size).
- Take photos of people having a great time!

*** TIMELINE FOR JANUARY JUBILEE***

DEADLINE	GOAL
MAY 1 of the year preceding the proposed January Jubilee	Submit application to host January Jubilee to your regional councillor and Eric Birk at Eric.Birk@agohq.org
JUNE 1	Receive approval or deferral of application from CoSSR.
JULY 1 “Deadline”	Submit January Jubilee date, location, and time to CoSSR director.
AUGUST 1 “Deadline”	Submit JJ budget and program to CoSSR for approval.
SEPTEMBER 1 “Deadline”	Submit JJ Program with Photos to Todd Sisley (tsisley@agohq.org) Eric Birk and CoSSR director for November TAO. *Request first installment of funds.
NOVEMBER 1 “Deadline”	Send a draft of the Jubilee brochure to Eric Birk and CoSSR director for website.
ONE MONTH before January Jubilee	Mail brochures & finalize publicity.
ONE MONTH before January Jubilee	Order copies of <i>The American Organist</i> from Eric Birk and membership forms from Leah. (leah.semiken@agohq.org).
TWO WEEKS before January Jubilee	Submit final version of the budget to Eric Birk and CoSSR director. *Upon the approval of the final version of the budget - request the final installment of supporting funds from Eric Birk .
ONE WEEK following January Jubilee	Assign mentors to new members.
TWO WEEKS following January Jubilee	Send the names of the new members to Leah Semiken.
TWO WEEKS following January Jubilee	Send the final report (Handbook p. 14) to Eric Birk and CoSSR director.
TWO WEEKS following January Jubilee	Send final financial report to Eric Birk and CoSSR director.
APRIL 1 “Deadline”	Submit a narrative with photos to Todd Sisley for JUBILANT JUBILEES /June TAO Article.

***To request installments of supporting funds refer to “Treasurer” on page 6.**

SAMPLE SCHEDULE FOR THE DAY

8:00-8:45	Let's Get Started Enjoy coffee and goodies. Check in . . . Get your packet of information . . . Greet each other. Visit Music Display
8:45-9:05	<i>“Inspiration for the Soul”</i> Welcome from chapter dean or host. Keynote speaker (optional).
	<i>“Inspiration for the Mind”</i>
9:15-10:15	Workshop – Session I
10:30-11:30	Workshop – Session II
11:45 – 1:15	<i>“Inspiration for the Body” – LUNCH</i> Visit Music Display
1:30-2:30	Workshop – Session III
2:45-3:45	Workshop – Session IV
3:45-4:00	Visit Music Display and Turn in Evaluation Sheets

Universal Policy on Diversity for all Guild Activities

To give the AGO a more accessible and welcoming image as it broadens the AGO demographic by age, by ethnicity, by skill level and by denomination:

“January Jubilee shall, for the most part, feature presenters from the host city, or region. Each January Jubilee will have as its goal a 50/50 gender balance in each category of persons selected as participants in the program: Workshop presenters; panelists; composers whose works are presented in workshops; worship leaders, if there is any worship service. Furthermore, the composers and musical styles presented in workshops, worship and performance should reflect local demographics of ethnicity, race and denomination.”

SAMPLE BUDGET
Greater Kansas City AGO – January Jubilee 2014

INCOME	
91 registrants at \$15 each	\$1,365
Funds from National AGO	\$2,000 (varies each year according to AGO budget)
Part of 2013/14 Program Budget	\$1,800
TOTAL INCOME	\$5,165
EXPENSES	
Publicity	
Color Brochures – 3,150 (printed/folded)	\$993
Brochure design	Donated (\$250 market value)
Postage (two mailings)	\$1,265
Mailing labels (Williams Direct)	\$305 (purchased for one year)
Mailing Material (brochure sealers)	\$66.94
Regional Publicity	\$300 (1/2 page ad at Regional VI Convention)
KCAGO Website Upgrades	\$400 (banner upgrades and Paypall)
Registration	
Name badges	Donated
Paypall Expenses	\$20.52
Registration Packets – 90 Folders	\$212.21 (Printing, Color Coversheet)
Printing of KCAGO Directory	\$65.13 (30 New Members)
Postage for Mailing Directories	\$27.30
Hospitality	
Lunch for 110 @\$11	\$1,210
Refreshments at welcome table	Included by caterer
Program	
Travel/Stipend for Presenter (Scholarship \$250)	Chapter Scholarship
Keynote Speaker	Donated
Use of Church	Donated
Custodian	Donated
Rodgers Organ Cartage	Donated
TOTAL EXPENSES	\$4,865.10
PROFIT/LOSS	
	\$299.90 (Returned to KCAGO Program Budget seed money with recommendation for more Jubilee type events.)

APPLICATION TO HOST A JANUARY JUBILEE

Applications are due by May 1 of the year preceding the proposed January Jubilee. Send a copy to Eric Birk (eric.birk@agohq.org) and a copy to your Regional Councillor. Chapters will receive a response following the spring meeting of the National Council.

AGO Host Chapter Name _____ Region _____

January Jubilee Director _____

Address _____

Home Phone () _____ Cell Phone () _____

Fax () _____ Email _____

Geographic areas to be served _____

Proposed date for January Jubilee _____

CHAPTER INFORMATION

Please give the appropriate, realistic number of members who could be considered actively involved in chapter events: _____.

How many members are willing to serve in leadership roles on the January Jubilee committee: _____.

Please be reminded that a *pipe organ and digital organ* will be required for the conference.

FINANCES

Please attach a complete financial statement for the most recently completed fiscal year.

STATEMENT OF APPROVAL

The _____ (name of chapter) American Guild of Organists Executive Board has approved this application on _____ (date).

Signature of Chapter Dean: _____ Date: _____

Printed name of Chapter Dean: _____

FINAL REPORT FOR JANUARY JUBILEE

Name of Chapter: _____ Date of Jubilee: _____

Physical Location: _____

Registration Fee: _____ Attendance: _____ Complimentary Membership: _____

Director(s) _____

Leadership: _____

Organs: _____

Evaluation of January Jubilee from Jubilee Director:

Suggestions for Future January Jubilees:

Comments from Exit Evaluations:

*Please send a copy of this report to Eric Birk and the CoSSR Director.

EVALUATION OF JANUARY JUBILEE

How did you find out about the January Jubilee?

Brochure Newspaper TAO Email/Internet
 Music Store Invitation from a Chapter Member
 Music Director/Clergy

I am currently functioning as:

Organist Music Director Singer Other

Considering the knowledge, preparation and presentation of the presenters, rate each session you attended on the following ratings:

Excellent - Very Good - Good - Fair - Poor

1. _____
2. _____
3. _____
4. _____

Please indicate your overall reaction in the conference:

Excellent Very Good Good Fair Poor

Comments: _____

What was the one thing you gleaned from the conference that you will likely use or share?

***Please leave this completed form with the Jubilee director.**