

THE CONSTITUTION OF THE FELLOWSHIP

ARTICLE I

TITLE

The name of the organization shall be The Fellowship of United Methodists in Music and Worship Arts.

ARTICLE II

PURPOSES AND GOALS

To promote the importance and centrality of worship in the life of The United Methodist Church

To foster the values of music and worship arts that lead to spirituality and faith formation.

To create relationships that lead to hospitality, fellowship and nurture.

To address the needs of all persons interested in the importance and centrality of worship.

To provide a nurturing organization for musicians, worship artists, clergy, and laity, which is open to all persons engaged or interested in sharing the arts in worship regardless of race, ethnicity, national origin, religious affiliation, gender, marital status, sexual orientation, disability, or age. We commit ourselves to be in ministry for and with all persons.

ARTICLE III MEMBERSHIP

Section 1. Membership shall be open to those who are interested in the enriching of local church worship. Applicants are considered members when they have paid the prescribed annual dues. Membership is for one year beginning when the dues are paid and continuing until the anniversary of that date.

Section 2. Membership categories and their rights and benefits shall be determined by the Council. Any change in membership categories or the rights and benefits of membership categories shall be communicated to members at least 90 days prior to any change.

Section 3. Fees and/or dues shall be assessed as directed by the Council. Dues may be changed by a 2/3 affirmative vote of the Council.

Section 4. Voting privileges shall be determined by the Council for each membership category.

ARTICLE IV CHAPTERS

Section 1. Chapters are most often organized in the Annual Conference, but may be organized along any definable geographical boundaries, including United Methodist jurisdictions. Chapters shall adopt bylaws and relate to the national organization as stated in the Standing Rules.

Section 2. If the boundaries of one chapter overlap with that of another, the members in both areas will be given the opportunity to decide the chapter with which they desire to affiliate.

Section 3. All chapter officers shall be members of the national organization.

ARTICLE V OFFICERS

Section 1. The officers of The Fellowship shall be:

- a. President
- b. President-Elect
- c. Chapter Coordinator
- d. Music Areas Coordinator
- e. Worship Arts Areas Coordinator
- f. Immediate Past President (ex officio)
- g. Recording Secretary
- h. Events Committee Chair
- i. Financial Advisory Committee Chair
- j. Membership Committee Chair
- k. Multi-cultural Committee Chair

These shall perform as prescribed in the Standing Rules and most recent edition of *Robert's Rules of Order Newly Revised*.

Section 2. Each candidate for national office shall be a member of The Fellowship for two consecutive years prior to nomination. Each candidate for President-Elect shall be a member of The United Methodist Church. Each candidate for other National Offices shall be a member of The United Methodist Church; or, if not a member of The United Methodist Church, he/she shall have been employed in a United Methodist church at least four consecutive years at the time of nomination.

Section 3. Nominees for all offices shall be proposed by the Nominating Committee, affirmed by the National Council, and presented to the full membership for voting as prescribed in the Standing Rules.

Section 4. Nominations shall be communicated to the membership no later than January 15 of odd-numbered years. Additional nominations may be made by any member of The Fellowship prior to February 15 of the odd-numbered year by communicating to the Recording Secretary the name(s) of the nominee(s) accompanied by the ratifying communications from twenty-five members.

Section 5. Election of officers shall be held by ballot for a period of not less than 30 days between April 1 and May 30 of the odd-numbered years. A plurality of votes cast shall constitute election.

Section 6. A term shall begin at the installation of officers at the Biennial Convocation and conclude at the installation of officers at the following Biennial Convocation.

- a. All officers with the exception of the President and President-Elect may serve two consecutive terms in the same office.
- b. No officer (elected or at-large) may serve more than six years in any combination of offices. The officer will be eligible for re-election or reappointment after a two year absence from national office.

Section 7. The Council will determine the best way to deal with vacancies. The vacancy may be filled or the duties of the vacant office may be assigned to remaining members of the Council.

ARTICLE VI CONVENTIONS AND MEETINGS

Section 1. The Convention Business Meeting will be held during the Biennial Convocation.

ARTICLE VII THE COUNCIL

Section 1. The members of the Council shall be:

- a. The officers of The Fellowship
- b. At-large representatives, when needed to perform specific functions for The Fellowship. They may be appointed by the President and/or Council. An at-large representative may not serve more than two consecutive terms.

Section 2. Employees and/or contracted workers may be invited to sit on the Council at the discretion of the President and/or Council. They shall have voice but no vote unless granted vote by a 2/3 affirmative vote of the Council, provided that they are members of The Fellowship.

Normally these would be:

- a. Executive Director
- b. Periodical Editor

Section 3. Consultants from various agencies, boards and committees of The United Methodist Church as well as from other organizations may be invited to sit on the Council at the discretion of the Council.

They shall have voice but no vote unless granted vote by a 2/3 affirmative vote of the Council, provided they are members of The Fellowship.

Section 4. The Council shall manage the affairs of The Fellowship between Convention Business Meetings. Its duties shall be those stated in the Standing Rules. In addition:

- a. It shall set the date and time of the Convention Business Meeting.
- b. It shall propose amendments to the Constitution and Standing Rules.

- c. It shall adopt and oversee an annual budget for the administration and program work of the organization.
- d. It shall render biennial reports on the condition of The Fellowship and the Council's work.
- e. It shall propose plans for the future.
- f. It shall take other action as necessary, consistent with the Constitution.

Section 5. The Council shall meet annually on dates set by the President with approval of the Council. Special meetings may be called by the President. A majority of Council members shall be considered a quorum.

ARTICLE VIII BOARDS OF THE COUNCIL

The Council shall be subdivided into a Finance/Personnel Board and a Program Board.

Section 1. The Finance/Personnel Board may include, but not be limited to:

- a. President
- b. President-Elect
- c. Financial Advisory Committee Chair
- d. Membership Committee Chair
- e. Recording Secretary
- f. Executive Director (voice without vote)
- g. Periodical Editor (as needed, voice without vote)

Section 2. The Program Board may include, but not be limited to:

- a. President
- b. Chapter Coordinator
- c. Music Area Coordinator
- d. Worship Arts Area Coordinator
- e. Multi-cultural Committee Chair
- f. Events Committee Chair
- g. Recording Secretary
- h. Executive Director (voice without vote)
- i. Periodical Editor (voice without vote)

Section 3. The Finance/Personnel Board shall manage the financial and staffing affairs of The Fellowship.

Section 4. The Program Board shall envision, manage, and oversee the programmatic services and functions of The Fellowship.

Section 5. Each Board shall report to the Full Council at least quarterly and to the full membership biennially.

Section 6. Each Board shall take actions as necessary, consistent with the decisions of the Council, the Constitution and the Standing Rules.

Section 7. Each Board shall meet as often as necessary by agreement of its members, but not less than quarterly.

ARTICLE IX COMMITTEES

Section 1. The Standing Committees shall be:

- a. Annual Fund
- b. Archives
- c. Chapter Coordinating
- d. Events
- e. Financial Advisory
- f. Lloyd Pfautsch Memorial Anthem Committee
- g. Membership
- h. Multi-cultural
- i. Past Presidents Council
- j. Periodical Editorial Committee
- k. Roger Deschner Award
- l. Scholarship

Section 2. Special Committees shall be:

- a. Convocation
- b. Election
- c. Nominating

Section 3. Other committees may be formed by the President as directed by the Council or the Convention Business Meeting. No committee may be formed without specific task requirements and a completion date.

Section 4. The duties of the committees shall be those stated in the Standing Rules or as assigned at their formation.

Section 5. All Standing Committees shall report to the Council through their chairpersons or coordinators. Special Committees shall submit their report to the Council or person(s) designated in the Standing Rules. Other committees shall submit their report to the body or person(s) designated at their formation.

ARTICLE X RULES OF ORDER

Rules contained in the most recent edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution and the Standing Rules.

ARTICLE XI AMENDMENTS

Section 1. This Constitution may be amended by a 2/3 affirmative vote of the membership of a returned ballot.

Section 2. Proposed amendments must be communicated to the membership not less than ninety days prior to the submission of the ballot to the membership.

Section 3. Amendments may be proposed by the Council or a plurality vote of the Convention Business Meeting.

ARTICLE XII DEFINITIONS

In both the Constitution and the Standing Rules, the following definitions apply:

Event

Unless specified, "event" refers to any event sponsored by the national organization, including, but not limited to, national convocations, regional events, or "virtual" events via online, tele-, or video-conferencing. Chapter events are generally excluded from this definition.

Executive Director

This position may have any title as determined by the Council. The title of Executive Director refers to the senior administrator in the National Office and shall be referred to as such herein.

Jurisdiction

Jurisdictions shall be defined as by The United Methodist Church.

Method of Communication

Unless a particular method is specified, "communication" or "communicate" refers to any method of communication that is deemed effective. This may include mail, email, tele- or video-conferencing, or any other method.

Periodical

"Periodical" refers to the official publication of The Fellowship, called "Worship Arts" at the time of the adoption of this Constitution and Standing Rules.

Periodical Editor

This title refers to the editor (contracted or employed) of The Fellowship's official publication. This position may have any title as determined by the Council. In this document and the Standing Rules, this position shall be referred to as Periodical Editor, regardless of position title or title of publication.

THE STANDING RULES

With Approved Amendments 4/1/2009

COUNCIL

MEMBERS

PRESIDENT

Shall be the representative of the organization to The United Methodist Church.
Shall preside at all Convention Business Meetings, Council and Board Meetings.
Shall be in regular communication with the Executive Director, preferably weekly by telephone.
Shall work with the Executive Director to make arrangements for Convention Business Meetings, Council and Board Meetings.
Shall be the legal agent of The Fellowship.
Shall sign all contracts for The Fellowship. Contracts with a financial obligation of more than \$5000.00 must be co-signed by at least one other Council member, usually the chair of the Financial Advisory Committee.
Shall monitor the progress of the Nominating Committee.
Shall appoint the Election Committee.
Shall serve ex officio on all committees [except the Nominating Committee](#).

PRESIDENT-ELECT

Shall preside in the absence of the President.
Shall serve on the Finance/Personnel Board.
[Shall appoint the Nominating Committee in the spring before the biennial convocation. This should be done in consultation with current President who will chair the committee as the Past-President.](#)
Shall invite and confirm nominated committee members, monitor the progress, and receive the reports of the following committees and/or awards:

- Seminarian Award
- Roger Deschner Award Committee
- Scholarship Committee
- Lloyd Pfautsch Memorial Anthem Committee

Shall inform nominees for national office of the results of an election by phone and letter.
Shall serve ex officio on all committees [except the Nominating Committee](#).

CHAPTER COORDINATOR

Shall invite and confirm nominated Chapter Coordinating Committee members, coordinate the work of that committee, and report quarterly on the committee's activities to the Program Board.
Shall coordinate the annual Chapter Report process with the Executive Director. In addition to determining if chapters meet the criteria for active status, this process shall:

- verify with all chapters their current membership list.
- verify with all chapters any amount of funds received from the National Office.

Shall annually determine, in consultation with the Executive Director, which chapters meet the criteria for active status.
Shall serve on the Program Board.

MUSIC AREAS COORDINATOR and WORSHIP ARTS AREAS COORDINATOR

Shall coordinate the Interest Areas assigned by the Standing Rules, Program Board, and/or Council.
Shall submit a quarterly report to the Program Board and an annual report to the Council on the tasks and accomplishments of each assigned area.
Shall use the appropriate Interest Area committee to address any issues related to that area as they arise.
Shall foster leadership within each area, including members from throughout The Fellowship.
Shall be aware of leaders that should be nominated for other positions within The Fellowship.
Shall serve on the Program Board.

RECORDING SECRETARY

Shall have computer and typing skills along with personal access to a computer.
Shall keep minutes of all Convention Business Meetings, Council Meetings, and Board Meetings.
Shall file all minutes with the National Office.
Shall be responsible for the compilation and review of the organization's actions and legislations.

Shall submit a summary of the annual Council meeting to the official publication of The Fellowship.
Shall manage correspondence to the Council, Boards, and others as directed by the President.
Shall receive and validate any additional nominations for national office.
Shall direct the preparation and distribution of the ballot for all national elections.
Shall communicate the report of the Election Committee to the members via the official publication of The Fellowship as well as web site or other methods.
Shall invite and confirm nominated Archives Committee members, coordinate the work of that committee, and report quarterly on the committee's activities to the Program Board.

IMMEDIATE PAST PRESIDENT

Does not typically attend the meetings of the Council, but may be asked to attend by the President and/or Council.
Shall serve as chair and convener of the Past Presidents Council.
Shall submit any report from the Past Presidents Council to the full Council.
Shall serve as the chair of the Nominating Committee.
Shall report quarterly to the full council on the progress and activities of the Nominating Committee.
Shall submit the final report of the Nominating Committee to the Council.

MEMBERSHIP COMMITTEE CHAIR

Shall invite and confirm nominated Membership Committee members, coordinate the work of that committee, and report quarterly on the committee's activities to the Finance/Personnel Board.
Shall coordinate the work of the Membership Committee.
Shall address any membership-related concern as directed by the Finance/Personnel Board or Council.
Shall be nominated by the Nominating Committee.
Shall provide quarterly committee reports to the Finance/Personnel Board and annual reports to the Council.
Shall serve on the Finance/Personnel Board.

FINANCIAL ADVISORY COMMITTEE CHAIR

Shall address any financial concern as directed by the Finance/Personnel Board or Council.
Shall invite and confirm nominated Financial Advisory Committee members, coordinate the work of that committee, and report quarterly on the committee's activities to the Finance/Personnel Board.
Shall invite and confirm nominated Annual Fund Committee member(s), monitor the work of that committee, and report quarterly on the committee's activities to the Finance/Personnel Board.
Shall be nominated by the Nominating Committee.
Shall provide annual reports for the Financial Advisory Committee and the Annual Fund Committee to the Council.
Shall serve on the Finance/Personnel Board.

MULTI-CULTURAL COMMITTEE CHAIR

Shall invite and confirm nominated Multi-cultural Committee members, coordinate the work of that committee, and report quarterly on the committee's activities to the Program Board.
Shall address any multi-cultural concern as directed by the Program Board or Council.
Shall be nominated by the Nominating Committee.
Shall provide quarterly committee reports to the Program Board and annual reports to the Council.
Shall serve on the Program Board.

EVENTS COMMITTEE CHAIR

Shall invite and confirm nominated Events Committee members, coordinate the work of that committee, and report quarterly on the committee's activities to the Program Board.
Shall address any event-related concern as directed by the Program Board or Council.
Shall be nominated by the Nominating Committee.
Shall provide quarterly reports to the Program Board and annual reports to the Council.
Shall serve on the Program Board.

AT-LARGE MEMBERS

Duties shall be determined by the Council.

CONSULTANTS

Duties shall be determined by the Council.

DUTIES OF THE COUNCIL

All members shall be expected to attend meetings of the Council.

Shall have the legal authority of the organization.

Shall authorize all personnel contracts concerning the national organization to be signed by the President.

Shall contract with the Executive Director on an annual basis as recommended by the Finance/Personnel Board and approved by the Council.

Shall contract with the Periodical Editor on a biennial basis concurrent with the terms of the elected officers of The Fellowship as recommended by the Finance/Personnel Board and approved by the Council.

Shall make certain that all committee positions are filled in the manner described within the Standing Rules.

Shall appoint committee chairs unless otherwise specified by the Constitution or specific Standing Rule.

Shall receive resignations of Council members and fill vacancies as needed until the next election.

Shall set the number and amounts of scholarships awarded by the Scholarship Committee as recommended by the Finance/Personnel Board.

~~Shall appoint the Nominating Committee.~~

Shall receive and affirm or reject the report from the Nominating Committee as submitted by the Immediate Past President.

Shall receive and affirm or reject the nominations for Convocation Chair (4 1/2 years ahead) and Convocation Committee (2 1/2 years ahead) from the Program Board.

Shall determine the Biennial Convocation site no less than 2 and 1/2 years prior to the convocation.

Shall set the amount and method of disbursement of any seed money to be used by the Events Committee for biennial convocations or other events as recommended by the Finance/Personnel Board.

Shall set the number and amount of Older Adult Scholarships granted by the Convocation Committee as recommended by the Finance/Personnel Board.

Shall set the number and amount of Ethnic Minority Scholarships granted by the Multi-cultural Committee as recommended by the Finance/Personnel Board.

Shall appoint representatives to the appropriate agencies and organizations.

May make provisions for awarding Fellowship Seminarian awards. The Council may appoint someone to be in charge of this process.

Normally the following provisions would apply:

- a. The award is given at each UM seminary to a graduating seminary student who, as decided by a committee at the seminary, displays outstanding leadership in music and/or worship arts including, but not limited to, dance, drama, fabric art, and liturgical writing.
- b. The award may include a cash stipend of an amount determined by the Council, a year's membership in The Fellowship, a certificate with the recipient's name and Fellowship President's signature, and a piece of liturgical art.

May determine what portion of the national dues (known as allotment) will be paid to the local active chapters. Allotments shall be sent to active local chapters on a quarterly basis. Allotments from members in areas where there is no chapter will be placed in the Chapter Development Fund.

FINANCE/PERSONNEL BOARD

Shall monitor the work of the following committees:

- a. Annual Fund Committee
- b. Financial Advisory Committee
- c. Membership Committee
- d. Scholarship Committee

Shall work with the Financial Advisory Committee to administer all funds with annual reports to the Council.

Shall provide for a yearly financial audit or review.

Shall prepare an annual budget for approval by the Council at its annual meeting.

Shall evaluate and recommend to the Council contracts for employed staff following the guidelines set forth in the Personnel Policies and individual Employment Agreements.

Shall annually evaluate the dues amount for all membership categories and make recommendations for changes to the full Council.

Shall annually evaluate any Chapter Allotment amount and make recommendations for changes to the full Council.

Shall recommend to the Council the amount and method of disbursement of any seed money to be used by the Events Committee for biennial convocations or other events.

Shall receive and affirm or reject the proposed budgets for biennial convocations and other national events and report these budgets to the Council.

Shall recommend to the Council the number and amount of Older Adult Scholarships granted by the Convocation Committee.

Shall recommend to the Council the number and amount of Ethnic Minority Scholarships granted by the Multi-cultural Committee.

Shall nominate to the Council the member(s) of the following committees and areas as specified in the Standing Rules:

- a. Annual Fund
- b. Financial Advisory Committee
- c. Membership Committee
- d. Scholarship Committee

Shall receive the reports of the Annual Fund Committee and make recommendations to the national Council regarding the Annual Fund.

Shall recommend to the Council the number and amounts of scholarships awarded by the Scholarship Committee.

Shall approve advertising rates as recommended by the Periodical Editorial Committee.

Shall recommend to the Council expenditures from the Reserve Fund.

Shall research and recommend sources of non-dues based revenue, including, but not limited to, grants, affinity services, gifts, and planned giving.

PROGRAM BOARD

Shall monitor the work of the following committees:

- a. Archives Committee
- b. Chapter Coordinating Committee
- c. Convocation Committee
- d. Events Committee
- e. Lloyd Pfautsch Memorial Anthem Committee
- f. Multi-cultural Committee
- g. Past Presidents Council
- h. Periodical Editorial Committee
- i. Roger Deschner Award Committee
- j. Music Interest Areas
- k. Worship Arts Interest Areas

Shall nominate to the Council the member(s) of the following committees and areas as specified in the Standing Rules:

- a. Archives Committee
- b. Lloyd Pfautsch Memorial Anthem Committee
- c. Roger Deschner Award Committee
- d. Chapter Coordinating Committee
- e. Music Areas
- f. Worship Arts Areas

Shall approve editorial policy as recommended by the Periodical Editorial Committee.

Shall consult with the Events Committee and nominate to the full Council a Convocation Chair not less than 4 and 1/2 years before the Convocation for which he/she is responsible.

After consultation with the Convocation Chair and Events Committee, shall nominate to the Full Council a Convocation Committee ~~of at least four persons~~ ~~that normally consists of ten additional persons~~ ~~(in addition to ex-officio members; see Convocation Committee)~~. This committee shall be appointed at least 2 and 1/2 years in advance of their convocation. This committee shall be selected from a pool of names that is gender and ethnic inclusive and expresses the diverse interests of the membership.

Shall work with the Lloyd Pfautsch Memorial Anthem Committee to determine the process for selecting a composer and text for the commission, as well as negotiating the financial and publishing details of the commission.

Approve chapter bylaws as submitted through the Chapter Coordinator and Chapter Coordinating Committee.

INTEREST AREAS

Interest areas are established to provide members with training, resources, and networking within each area.

While devoted to a particular area, each Interest Area must participate in and support the Purposes and Goals of The Fellowship.

Members may join any or all Interest Area(s).

The normal arrangement of Interest Areas and Coordinators is:

Music Areas Coordinator

- a. Children/Youth
- b. Choral
- c. Handbells
- d. Instrumental
- e. Organ

Worship Arts Areas Coordinator

- a. Contemporary Worship
- b. Dance
- c. Drama
- d. Preaching and Spiritual Life
- e. Visual Arts

Each Interest Area will be led by an Interest Area Chair (nominated by the Program Board) and a committee of at least 2 other members to be selected by the chair in consultation with the Program Board.

[Interest Area Chairs may serve two consecutive terms. Interest Area Committee members may serve up to three consecutive terms.](#)

The Area Coordinator and the Interest Area Chair shall decide the most efficient ways to meet the requirements for the area.

Each Interest Area shall:

- a. Produce an article for the official publication of The Fellowship at least once a year, written by an expert and/or practitioner in the area. These shall be scheduled in advance with the Periodical Editor.
- b. Work with the Periodical Editorial Committee to provide resource reviews for the periodical.
- c. Consult with event planning teams and/or supply clinicians for events to provide for the members of the Interest Area.
- d. Monitor an online forum dedicated to the Interest Area.
- e. Produce a newsletter (printed and/or electronic) twice a year for members of the Interest Area.
- f. Envision and provide other methods for connecting members to the Interest Area and to the larger organization.

The Program Board and/or Council may change or add to the Interest Areas each biennium.

CHAPTERS

Each chapter shall:

- a. Maintain a written set of chapter bylaws that is not inconsistent with the national Constitution or Standing Rules. These bylaws shall include a Chapter Council of at least three persons/officers. The bylaws must be approved by the Program Board.
- b. Conduct officer elections as required in the chapter bylaws. Normally, chapter officer elections will take place in the spring of even-numbered years.
- c. Significantly resource the members of the chapter at least once each calendar year.
- d. File an annual report as detailed below.

All chapter members as well as officers/contact persons must be members of the national organization.

The status of all chapters shall be reviewed and verified annually by the Chapter Coordinator and the Executive Director.

Chapter Business Meetings are to be held in active chapters at least once a year. These meetings shall include, but not be limited to:

- a. Report of Chapter President
- b. Report of Chapter Council
- c. Report of any Event committee(s)
- d. Report of Nominating Committee
- e. Financial report
- f. A forum in which the concerns of the chapter and the national organization are discussed.

Notice of meeting shall be communicated to chapter members and the Chapter Coordinator no less than 30 days prior to the meeting. This meeting may be either actual or virtual, using whatever technology is deemed appropriate by the Chapter Council.

Shall have on file in the National Office a current copy of their bylaws.

Shall receive any chapter allotment from the National Office.

Shall file a yearly report to the Chapter Coordinator and National Office on or before February 15. The report shall include:

- a. The names and addresses of all chapter officers/contact persons
- b. A copy of the current financial report detailing the past year's revenue and expenses
- c. The name and address of the institution where monies are kept (bank, conference, etc.)
- d. The names of those with access to funds.
- e. The IRS Tax Identification number used by the chapter
- f. A copy of the current chapter budget
- g. A listing of all events sponsored by the chapter during the past year
- h. Verification of all active members in the chapter
- i. Verification of all funds received from the National Office

If a chapter does not have any activity for 3 years, any funds remaining in a chapter treasury shall be sent to the National Office.

These funds will be held for an additional 2 years for the possible reactivation of the chapter. If the chapter is not reactivated, these funds shall be placed in the Chapter Development Fund.

NATIONAL COMMITTEES

COMMITTEE MEMBERSHIP AND DUTIES

With the exception of the Financial Advisory Committee, all committee members shall be members of The Fellowship.

The members of the following committees shall serve two consecutive terms with members being placed in classes to ensure continuity:

- a. Chapter Coordinating Committee
- b. Deschner Award Committee
- c. Multi-cultural Committee
- d. Periodical Editorial Committee
- e. Scholarship Committee
- f. [Financial Advisory Committee](#)

Other committees may be placed in classes as determined by the Council.

A term shall begin at the installation of officers at the Biennial Convocation and conclude at the installation of officers at the following Biennial Convocation.

Standing Committee chairs shall file an annual, written report no later than 1 month prior to the Annual Council Meeting. These reports should be filed with the Council member who relates to the committee.

Copies of all reports shall be sent to the National Office for distribution to the Council.

Committee chairs shall maintain adequate records and make prompt transfer of records to their successors.

STANDING COMMITTEES

ANNUAL FUND

Shall consist of an Annual Fund Drive chair (appointed by the [Nominating Committee Finance/Personnel Board](#)). If the chair desires, he/she may select and appoint committee members in consultation with the Finance/Personnel Board, insuring diversity to reflect the membership of The Fellowship. Shall report quarterly on its activities to the Financial Advisory Committee Chair.

Shall develop and promote programs of planned giving to the Annual Fund of The Fellowship.

Shall work with the National Office staff to compile and publish a list of donors to the Annual Fund as well as write letters of appreciation to contributors to this fund.

Shall have a report/article in official publication of The Fellowship at least once a year.

ARCHIVES

Shall consist of an Archives Chair, appointed by the Program Board. If the chair desires, he/she may select and appoint committee members in consultation with the Program Board, insuring diversity to reflect the membership of The Fellowship.

Shall report quarterly on its activities to the Recording Secretary.

Shall catalogue, display, publish and maintain a history of The Fellowship. Shall plan and develop an historical display to be made available at the Biennial Convocation.

Shall maintain a written history of the organization since the last Biennial Convocation.

Shall also provide for occasional historical anecdotes to be printed in the official publication of The Fellowship.

Shall have a report/article in official publication of The Fellowship at least once a year.

CHAPTER COORDINATING COMMITTEE

Shall consist of a chair (Chapter Coordinator) and a committee of at least three others selected by the Program Board, insuring diversity to reflect the membership of The Fellowship.

Shall submit a quarterly report to the Program Board and an annual report to the Council, including, but not limited to:

- a. Chapter development
- b. Highlights of active local chapters

Shall be responsible for any issues related to chapters, including, but not limited to, programming, organization, and activation

Shall organize this work in the most effective manner as determined by the committee. This may be along jurisdictional boundaries, or organized according to active, potential, and dormant chapters.

Develop sample chapter bylaws and submit chapter bylaws to Program Board for approval.

EVENTS COMMITTEE

Shall consist of at least five persons, including:

- a. Events Committee Chair (nominated by Nominating Committee)
- b. Chair of upcoming biennial Convocation
- c. Other event chairs as deemed necessary by the committee chair and the Program Board.
- d. Other Fellowship members with event planning expertise as selected by the committee chair and Program Board.

Shall report quarterly to the Program Board and annually to the Council on all events.

Shall provide event planning expertise and direction for all national Fellowship events.

Shall work with the Executive Director and Council to determine the type, frequency, location, and design teams of all events, including, but not limited to, national convocations, regional or topical workshops, or "virtual" events via online, tele-, or video-conferencing.

Shall develop timelines and procedures for all national events.

Shall monitor the progress of event planning teams.

Shall replace, in consultation with the Program Board, event chairs or committee members who are not able to complete the duties of the established timelines or normal event planning procedures in a timely manner.

May assist chapters with event management and planning as needed and/or requested.

FINANCIAL ADVISORY COMMITTEE

Shall consist of the Financial Advisory Committee Chair (nominated by Nominating Committee) and two other members, all of whom have financial, legal and/or investment expertise. The additional members of this committee do not have to be members of The Fellowship, but are nominated by the Finance/Personnel Board and affirmed by the Council. The Executive Director ~~and accountant shall serve ex officio on this committee. shall also serve on this committee. Any accountant employed by The Fellowship may serve on or advise this committee as needed.~~

Shall report quarterly on its activities to the Finance/Personnel Board.

Shall evaluate annually all financial operations of the organization and make recommendations to the Finance/Personnel Board and Council as necessary.

Shall evaluate annually the Council's investment goals and objectives and make recommendations about implementation and possible changes of these goals to the Finance/Personnel Board and Council as necessary.

Shall review quarterly the management of the investments.

~~Shall be placed in a rotating class system as determined by the Council.~~

LLOYD PFAUTSCH MEMORIAL ANTHEM COMMITTEE

Shall consist of one or more persons selected by the Program Board and affirmed by the Council.

Shall report quarterly on its activities to the President-Elect and Convocation Chair.

Shall work with the Program Board to determine the process for selecting a composer and text for the commission, as well as negotiating the financial and publishing details of the commission.

Shall work with the Convocation Committee to provide the venue and forces for performing the commission at the Biennial Convocation.

Shall solicit donations to the fund in consultation with the Finance/Personnel Board.

MEMBERSHIP COMMITTEE

Shall consist of a chair (appointed by Nominating Committee) and a committee of at least two persons of his/her selection in consultation with the Finance/Personnel Board, insuring diversity to reflect the membership of The Fellowship.

Shall report quarterly on its activities to the Finance/Personnel Board.

Shall address membership and membership benefits of The Fellowship.

Shall develop programs to promote membership in The Fellowship.

Shall develop new membership benefits and evaluate existing benefits.

Shall develop programs to address membership retention.

Shall develop programs for increased visibility at other forums.

Shall have a report/article in official publication of The Fellowship at least once a year.

Shall work with the National Office staff to effectively contact non-renewal members on a timely basis.

MULTI-CULTURAL COMMITTEE

Shall consist of a chair (appointed by the Nominating Committee). If the chair desires, he/she may select and appoint committee members in consultation with the Program Board, insuring diversity to reflect the membership of The Fellowship.

Shall report quarterly on its activities to the Program Board.

Shall seek to address the worship needs of African Americans, Asian Americans, Hispanics, Native Americans and other cultural constituencies within The United Methodist Church and intentionally seek to include representatives of those constituencies at every level of The Fellowship.

Shall seek to provide resources to The Fellowship that inspire all groups to explore the richness of worship expression that can be found in other traditions.

Shall gather information such as bibliographies, reviews, success stories, "this worked for us" resources, etc., all related to multi-cultural concerns in the area of worship and the arts.

Shall have a report/article in the official publication of The Fellowship at least once a year.

Shall plan and develop a display to be made available at the Biennial Convocation.

Shall select and award the Ethnic Minority Convocation Scholarships.

PAST PRESIDENTS COUNCIL

Shall consist of all past presidents of the council.

Shall be chaired by the Immediate Past President.

Shall report on its activities to the Program Board

Shall meet at least twice a year via conference call or other meeting technology. May meet in person at the Biennial Convocation.

Dates and times for the meetings may be set by the chair and communicated no less than 30 days prior to the meeting.

May offer opinions, share concerns, or highlight successes related to current Fellowship issues.

PERIODICAL EDITORIAL COMMITTEE

Shall be chaired by the Periodical Editor.

Shall consist of a chair (Periodical Editor) and a committee of at least four others. The committee shall select new members as needed in consultation with the Program Board, insuring diversity to reflect the membership of The Fellowship.

Shall report quarterly to the Program Board and annually to the Council on its activities.

Shall be responsible for the publication of at least six issues annually of the official periodical of The Fellowship.

Shall recommend editorial policy for approval by the Program Board.

Shall recommend advertising rates for approval by the Finance/Personnel Board.

ROGER DESCHNER AWARD COMMITTEE

The Roger Deschner Award was created to celebrate and commemorate the life and spirit of Roger N. Deschner and his contributions to the worship and music life of the Christian Church, The United Methodist Church in particular.

Shall consist of a chair and a committee of four others selected by the Program Board and affirmed by the Council, with one member from each jurisdiction.

Shall report quarterly on its activities to the President-Elect and Convocation Chair.

Shall solicit nominees for the award.

- a. Two nominees ~~are to~~ shall come from each member of the committee.
- b. Additional nominees ~~may come~~ shall be solicited from the Council and the general membership. A notice seeking these additional nominations shall be placed in the official publication of The Fellowship in the May issue of the year of the Biennial Convocation (2 years prior to award) and communicated to members via other methods.

Shall use the following criteria for selection:

- a. Nominees shall have spent a lifetime involved in service to the church in the area of worship, liturgy and/or music.

SPECIAL COMMITTEES

- b. Nominees shall be nationally recognized figures, visible throughout the church via publications, workshops and seminars.
- c. Nominees shall be approaching retirement age or be retired from active service.

Shall devise their own process for selecting the recipient from the pool of nominations.

Shall make no presentation of the award if they feel no nominee is worthy. Shall report the name of the recipient through committee chair to the President-Elect, the chair of the Convocation Committee and the Executive Director at least eighteen months prior to the Biennial Convocation at which the award will be announced.

Shall encourage the Convocation Committee to engage the recipient as a clinician. Normally this is done without revealing that he/she is the recipient of the award.

Shall select a representative to accept the award if the recipient cannot be present.

Shall, in consultation with the National Office, make arrangements for the production and/or engraving of:

- a. the plaque to be presented to the recipient,
- b. the plaque in the National Office which lists the names of the recipients.

Shall present the award at the Convention Business Meeting of The Fellowship. Normally the name of the recipient is not released until the award is made.

SCHOLARSHIP COMMITTEE

Shall consist of a chair and a committee of at least four others selected by the Finance/Personnel Board and affirmed by the Council, insuring diversity to reflect the membership of The Fellowship.

Shall submit a quarterly report to the [President-Elect and the Finance/Personnel Board](#) and an annual report to the Council.

Scholarship requirements:

- a. Applicant must be a music degree candidate intending to pursue a career in sacred music, either entering as a freshman or already enrolled in an accredited university, college, or school of theology; OR be pursuing academic education in worship or the arts related to worship.
- b. Be a member of The United Methodist Church for at least one year immediately before applying; or, if a member of another Christian denomination, be employed in The United Methodist Church for at least one year immediately before applying; and give evidence of strong Christian character and participation in Christian activities of the church and/or campus.
- c. Demonstrate evidence of exceptional musical or other artistic talents, effective leadership ability, and outstanding promise of future usefulness within The United Methodist Church.

Recipients of the Robert Schilling Scholarship must also be a rising college freshman or sophomore and less than 30 years of age at the time of application.

Applicants will be judged upon talent, leadership ability and promise/intent of continued service in The United Methodist Church as a church professional, and financial need.

Shall administer the scholarship process and award scholarships from the Memorial Scholarship Fund, Thom Jones Scholarship Fund, the Robert Schilling Scholarship Fund, and any other funds that may be developed in the future.

~~Shall report quarterly on its activities to the President-Elect and Finance/Personnel Board.~~

Shall publicize in the September-October issue of the official publication of The Fellowship the scholarship information and process.

Shall collect applications by the following March 1st.

Shall evaluate each application and select the winners.

Shall notify the winners by May 1st and see that this information is printed in the next issue of the official publication of The Fellowship.

Shall have a report/article in the official publication of The Fellowship at least once a year.

Shall inform the Executive Director of awards and verify that recipients receive the awards in a timely manner. Unless otherwise requested, award checks are made payable to the student's institution, not to the individual.

CONVOCATION COMMITTEE

~~Shall consist of:~~

- ~~a. Convocation Chair (nominated by Program Board)~~
- ~~b. Executive Director (ex officio)~~
- ~~c. President (ex officio)~~
- ~~d. Chair of the following Biennial Convocation~~
- ~~e. A committee of at least four other persons nominated by the Program Board and affirmed by the Council.~~

Shall normally consist of at least eleven members:

- a. [Convocation Chair \(nominated by Program Board\)](#)
- b. [Executive Director](#)
- c. [President \(whose term expires at the convocation\)](#)
- d. [Chair of the following Biennial Convocation](#)
- e. [Registrar](#)
- f. [GBOD liaison](#)
- g. [Vendor coordinator](#)
- h. [Local liaison](#)
- i. [A committee of at least three other persons nominated by the Program Board and affirmed by the Council.](#)

At the time of appointment, the number of members and makeup of the committee may be adjusted as needed by the Program Board and Council.

Shall report quarterly on its activities to the Events Committee and the Program Board.

Shall have complete responsibility for planning, organization and operation of the Convocation.

Shall prepare a budget for the Convocation and submit it for approval to the Council via the Finance/Personnel Board. This budget shall include a recommended registration fee.

May, in consultation with the Finance/Personnel Board and Council, elect/appoint a treasurer who shall be responsible for the event's finances. The treasurer shall work with the Executive Director or other appointed staff to:

- a. Keep appropriate records in accordance with standard accounting procedures.
- b. File monthly financial reports to the Convocation Chair, the President, the President-Elect and the Executive Director.

Shall appoint a Registrar. This person may be a National Office staff person. Shall publicize the Older Adult Scholarships and Ethnic Minority Convocation Scholarships via various methods, such as in the official publication of The Fellowship, in the convocation brochure, and on the convocation web site.

Written applications for these scholarships are to be received by the Convocation Registrar and forwarded to the Multi-cultural Committee. Shall make every effort to include the recipient of the Roger Deschner Award as a Convocation clinician.

Shall work with the Lloyd Pfautsch Memorial Anthem Committee to provide the venue and forces for performing the commission at the convocation.

~~Chairs of all future Convocation Committees shall serve ex officio and attend meetings of the current biennium Convocation Committee.~~

Chairs of future Convocation Committees shall serve on the Convocation Committee for the convocation prior to the one for which the chair is responsible.

ELECTION COMMITTEE

Shall consist of three members, including the chair, appointed by the President.

Shall be responsible for the counting and validating of all returned ballots. Shall report the results of all ballots to the President, the President-Elect, the Recording Secretary, and the Executive Director.

NOMINATING COMMITTEE

Shall consist of five members, one from each jurisdiction of The United Methodist Church. The Immediate Past President shall serve as chair and be counted as one of the five members.

Shall report quarterly on its activities to the Council via the Immediate Past President.

~~Shall be appointed at the Convention Business Meeting by the President.~~
Members shall be named by the incoming President at the Convention Business Meeting and shall serve for one term

A pool of names that is gender and ethnic inclusive, and expresses the diverse interests of the membership shall be created by members of the Council for consideration for appointment to this committee.

Shall develop a pool of possible candidates that is gender and ethnic inclusive and expresses the diverse membership of the organization.

Shall nominate candidates for National Council offices, as designated in the Constitution. Two candidates shall be nominated for President-Elect. Only one candidate may be nominated for the other National Council offices.

Shall make every effort to include at least one person from each jurisdiction on the final slate of nominees.

Members of the Nominating Committee may not be nominated for office. Shall submit the report of their proposed nominees to the Council (via the Immediate Past President) before October 1st of the year preceding the election. Once the National Council has affirmed the slate, the committee shall notify the nominees that they will be placed in nomination.

Shall report the nominees, including a picture and biography of each, to the members in January of the election year.

FINANCIAL ACCOUNTS

OPERATING ACCOUNT

Shall be used for the daily operations of the organization. This account shall be managed by the Executive Director or other assigned staff or volunteer assistant(s).

Any check or withdrawal from this account that is over \$5000.00 must have the signatures of two authorized persons.

EVENTS ACCOUNT

Any check or withdrawal from this account that is over \$5000.00 must have the signatures of two authorized persons.

This account shall be managed by the Executive Director and/or other assigned staff or volunteer assistant(s).

Fund balances within this account may be set up for multiple events (Biennial Convocation, regional events sponsored by the national organization, etc.)

Any overage at the conclusion of a biennial Convocation shall be distributed as follows:

- a. 30% to the Ethnic Minority Convocation Scholarship Fund,
- b. 20% up to \$2000 to the host chapter if the event is held within the boundary of an active chapter and that chapter provides assistance in the planning and execution of the event,
- c. and the remainder to the Reserve Fund, or distributed as recommended by the Events Committee and Finance/Personnel Board and confirmed by the Council.

INVESTMENT ACCOUNTS

INVESTMENT GUIDELINE

Up to four percent (4%) of the average market value may be withdrawn from the investment accounts, unless specified in the account descriptions below.

ANNUAL FUND

The income (subject to the 4% Investment Guideline) from this fund becomes a part of the budget revenue of The Fellowship, or as recommended by the Finance/Personnel Board and confirmed by the Council.

CHAPTER DEVELOPMENT FUND

All chapter allotments received from members in an area where there is no active chapter shall be put into this fund. Money in this fund shall be used for chapter and/or membership development, and the funding of resource teams and materials for the benefit of the members in areas where no active chapter exists. These funds should be transferred quarterly from the Operating Account into the Chapter Development Fund.

Funds may be used by the Executive Director for the purposes outlined above with the approval of the President.

This fund shall be administered by the Finance/Personnel Board.

Requests from chapters or persons in areas where there is no active chapter should be submitted to the Chapter Coordinator. Such requests should include the budget and major details for the event or effort under consideration.

Requests for \$500.00 or less can be approved by the Chapter Coordinator, President, and Executive Director.

Requests for over \$500.00 require approval of the Chapter Coordinator and Finance/Personnel Board.

This fund is not subject to the 4% Investment Guideline.

ETHNIC MINORITY CONVOCATION SCHOLARSHIP FUND

The money in this fund is to be used to provide scholarship money for ethnic minority persons to attend the Biennial Convocation. Persons of all racial and ethnic backgrounds are eligible to apply.

This money is to be granted by the Multi-cultural Committee in conjunction with the Older Adult Scholarships.

Applications shall be considered on the basis of financial need and the value of the experience to a local church ministry. Applicants may receive only one scholarship per convocation.

The amount and number of scholarships are to be determined by the Council.

[This fund is not subject to the 4% Investment Guideline.](#)

LLOYD PFAUTSCH MEMORIAL ANTHEM COMMISSION FUND

Created to celebrate and commemorate the life and work of Lloyd Pfautsch, conductor, composer, an early member of The Fellowship.

Shall fund the commissioning of at least one anthem every two years, such work(s) to be premiered at the Biennial Convocation.

The commission is to be granted by the Lloyd Pfautsch Memorial Anthem Committee in consultation with the Council.

This fund is not subject to the 4% Investment Guideline.

MEMORIAL SCHOLARSHIP FUND

The income (subject to the 4% Investment Guideline) from this fund will be awarded as music scholarships through the Scholarship Committee.

The amount and number of scholarships are to be determined by the Council.

OLDER ADULT SCHOLARSHIP FUND

This fund is used to provide scholarship money for those 65 and over to attend the Biennial Convocation.

This money is to be granted by the Multi-cultural Committee in conjunction with the Ethnic Minority Convocation Scholarships.

Applications shall be considered on the basis of financial need and the value of the experience to a local church ministry. Applicants may receive only one scholarship per convocation.

The amount and number of scholarships are to be determined by the Council.

This fund is not subject to the 4% Investment Guideline.

RESERVE FUND

Shall aid projects/programs outside of the regular operating budget.

Money for this fund comes from:

- a. interest accrued in the fund
- b. overage from the operating budget
- c. overage from a Biennial Convocation (see Events Account)

Up to 25% of the total amount of this fund as of December 31st of a given year may be granted or loaned in the next calendar year.

Expenditures from this fund are recommended by the Finance/Personnel Board to the Council.

ROBERT SCHILLING SCHOLARSHIP FUND

The income (subject to the 4% Investment Guideline) from this fund will be awarded as a music scholarship through the Scholarship Committee.

The amount and number of scholarships are to be determined by the Council.

THOM JONES SCHOLARSHIP FUND

The income (subject to the 4% Investment Guideline) from this fund will be awarded as a scholarship in the arts other than music.

If no such application is made or accepted by the Scholarship Committee, it may be used as a music scholarship, at the same monetary amount as the Memorial scholarships. This amount shall be taken from this fund even if it is awarded as a music scholarship.

The amount of this scholarship is to be determined by the Council.

SUSPENSION AND AMENDMENTS

Standing Rules may be suspended by a 2/3 affirmative vote of a Convention Business Meeting.

Between Convention Business Meetings, Standing Rules may be suspended by a 2/3 affirmative vote of the Council.

The Standing Rules may be amended by a 2/3 affirmative vote of a returned ballot of the membership. Proposed amendments must be submitted in writing to all members not less than ninety days prior to the submission of the ballot.

JOB DESCRIPTIONS

EXECUTIVE DIRECTOR

Shall participate as allowed in the Constitution and Standing Rules in all Convention Business Meetings, Council, and Board meetings, as well as the Convocation Committee.

Shall submit a written quarterly report to the Council and Financial Advisory Committee on membership and finances, including all funds.

Shall report to the President and Financial Advisory Committee Chair monthly detailed reports of disbursements of funds from checking and money market accounts. Such reports should reflect the name of payee, a brief description of purpose if not self-evident, and the amount.

Shall submit monthly financial reports related to the official periodical to the Periodical Editor and President.

Shall provide at least once a year a complete list of all current membership to the National Council.

Shall provide at least quarterly to the Chapter Coordinator the amount of funds sent to each active chapter.

Shall inform the Chapter Coordinator and the Membership Committee Chair on a quarterly basis the most recent non-renewed members.

Shall be responsible for all membership files.

Shall receive and disburse all monies of The Fellowship unless these duties are assigned by the Council to other staff or volunteer assistants.

Shall maintain all financial records unless this duty is assigned by the Council to other staff or volunteer assistants.

Shall maintain files including minutes of all Convention Business Meetings and meetings of the Council and Boards, as well as records of committees and their reports.

Shall coordinate the annual Chapter Report process with the Chapter Coordinator.

Shall keep a file on each chapter which includes a copy of their bylaws and their annual reports.

Shall disburse on a quarterly basis to each active chapter their chapter allotment.

PERIODICAL EDITOR

Shall serve as chair of the Periodical Editorial Committee.

Shall submit an annual report of the Periodical Editorial Committee to the Council.

Shall serve ~~ex officio~~ on the Program Board.

CONVOCATION CHAIR

Shall serve on the Convocation Committee for the convocation prior to the one for which the chair is responsible.

Shall serve on the Events Committee during the term preceding the chair's Convocation.