

Duties and Responsibilities of Southern Maryland Emmaus Community Music Director(s)

1. The community music director(s) will maintain, in electronic and hard copy form, all the music to be chosen for the gatherings and walks.
2. The community music director(s) will maintain the music which is found on the Southern Maryland Emmaus website. This is the primary source for all music which is to be used for both the walks and the gatherings. A secondary source for music is found in the West Virginia Emmaus songbook which has been in use since 2001.
3. The community music director(s) will maintain the transparencies which are based upon the music which appears on the Southern Maryland Emmaus website. Three sets of transparencies are currently in use.. One set is for the men's walks, one is for the women's walks and the third is for community events. They were kept separate so that each team will have its own set, especially when the teams have concurrent or overlapping team training sessions. The three sets should be kept up to date with the same transparencies.
4. Additional music which is to be added to the song list must be approved by the community music director(s) and the board of directors. New music is to be added only by the community music director(s). The community music director(s) is/are responsible for creating transparencies whenever new music is added to the So. Md. Emmaus Community repertoire.
5. The community music director(s) must ensure that each piece of music and each transparency contain the current CCLI # 2559869 which the So. Md Emmaus Community has currently obtained. Each piece of music and transparency must also contain the copyright date and name of the copyright holder for all music which is not currently in the public domain.

6. The community music director(s) must collect and maintain from all gatherings and walks

- a list of all songs which were played along with
- the name and instrument/vocal of people who participated at the event.

The weekend music director will maintain

- a list of all songs which were played during the weekend along with
- the name and instrument/vocal of people for each of the days and
- must turn this list in to the community music director(s) at the close of each walk.

Then the community music director(s) will prepare a report, upon request, of all the music which was used during the year, in order to verify the yearly billing to the copyright holder(s) via the CCLI or other appropriate music publisher.

7. The community music director(s)

- will select and make available a copies of all the music which is to be played at each community event,
- will assemble the music team,
- shall inform the team members of the order of the songs to be played,
- shall supervise the rehearsal of the music prior to each gathering,
- shall keep the Community Lay Director informed of these choices,
- will receive any additional requests for music by the Community Lay Director.
- shall schedule the Opening song for ALL So Md Emmaus events to be **“DeColores”**.
- shall schedule the Closing song for ALL So Md Emmaus events to be **“Have You Seen Jesus My Lord”**

8. The community music director(s) is/are responsible for assembling and disassembling the sound system(s) which is to be used at all community events and weekends. The community music director(s) will also inventory all pieces of sound equipment which are currently owned by the Community and will assist in maintaining the equipment. The transportation of the sound equipment to and

from the site of the walks shall be determined by the community music director and the weekend music director.

9. The community music director(s) will assist the weekend music director in the choice of songs for the weekends, upon request. The songs must be chosen for their appropriateness for each talk or event and their length, according to the time listed in the master schedule of the walk. If the weekend music director wishes to present a song not on the approved Community list, the weekend music director must inform the community music director(s) of each song so that the community music director(s)
10. The Community Music Director(s) shall determine:
 - (1) the appropriateness of the song for the walk.
11. When approved, the Community Music Director(s) will:
 - (1) copyright and CCLI designations for the songs,
 - (2) provide a copy of the music and transparencies.

These song choices should be given to the Weekend SD who will then approve the choices made. Any additional music for the weekend should be made by the weekend music director in consultation with the Weekend LD.

The music provided during each team meeting shall be chosen and provided by the weekend music director(s) of the teams. During a concurrent meeting, the two music teams will share the responsibility of providing the music at the team meeting.

12. The community music director(s) is/are responsible for providing the community music for the Candlelight and Closing events. These events must be appropriately timed with the Weekend LD who will inform the Community of how much time will be involved for the Candlelight and Closing, since the time for both must be coordinated with the weekend schedule. The community music director(s) will
 - (1) assemble the community music team,
 - (2) choose the music to be played, and
 - (3) rehearse the team (if possible), prior to the event.

If the walks are to be held in tandem (within two weeks of each other), the music team for the non-scheduled walk may be assigned to handle the music for the closing. This means that the men's walk Closing will include the women's music team or the women's walk Closing will include the men's music team.

The Candlelight music will emphasize the **“Jesus, Jesus”** song and the Closing event song period shall end with **“When the Saints Go Marching In”**. The Closing event song period may have to be extended if the weekend activities go longer than planned.

13. At the end of each the weekend, the weekend music director shall turn in

- transparencies,
- musician list
- song lists and
- sound system(s)

to the community music director(s) who shall then inventory and update the condition of all items received.

Approved June 2008