

**PRINCIPLES/PRACTICES OF MUSIC MINISTRY
COURSE SYLLABUS
MUS 4143**

COURSE DESCRIPTION

An examination of the principles, development and administration of a church music program including staff relationships, management and leadership, recruitment and training of musicians, choral/instrumental literature, musical productions and budget preparation.

STUDENT LEARNING OUTCOMES

Upon completion of this course of study each student should be able to:

1. Identify the role of minister through the medium of music.
2. Identify the dynamics of being a staff team member.
3. Develop the skills of a manager:
 - a. Personnel management
 - b. Budgetary management
 - c. Inventory management
4. Identify the duties of an audio technician.
5. Identify the major publishers of choral and instrumental church music;
6. Identify the major writers and arrangers of choral and instrumental church music;
7. Select appropriate music for various choral and instrumental groupings (children, youth, adult, senior adult, etc.);
8. Prepare a musical or major music presentation for the various choral and instrumental groupings.

COURSE TEXTS

Walters, Cheri. *Get A Giant Hat Rack*. Springfield, MO: Chism/Gospel Publishing House, 1994.
(suggested reading)

Logos Bible Software Version 4.X Scholar's Library. Bellingham, WA: Libronix Corporation, 2000-2010
(PC or Mac platforms)*

*Note: Students having previously purchased *PC Study Bible Version 5.X* will be permitted to utilize it and its resources without penalty.

Southwestern provides quality training in today's technology-oriented world. Students need experience in utilizing excellent Bible software as part of their training. Logos Bible software serves that purpose in all eight required "core" courses and other Bible, theology and ministry-related courses. Instructors teaching courses demonstrate and require its use in various assignments. Logos works with SAGU to provide students excellent software in MAC and PC platforms at a very competitive price through the SAGU bookstore (Scholar's edition).

COURSE REQUIREMENTS

1. Successfully complete the course exams.
2. Successfully complete the reading assignments.
3. Successfully complete the class projects.
4. Successfully complete the ministry involvement assignments.
5. Participate in class as fully as reasonable possible.

COURSE METHODOLOGY

This course will involve a variety of instructional methods: Lecture component, content/reading component, exams/quizzes, class projects, ministry involvement assignments.

COURSE EVALUATION

Grades for this course will be calculated as follows:

Exams	30%
Reading Assignments	20%
Ministry involvement	30%
Projects	20%

UNIVERSITY GRADING SCALE

Grading Scale		GPA
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59-below	0.0
CR*	Credit	
NC*	No Credit	
P*	Pass	

NP*	No Pass	
I	Incomplete	
W	Withdrawn	
WP*	Withdrawn Passing	
WF*	Withdrawn Failing	

*** Note: Not all of the above are applicable for every course**

COURSE POLICIES

Attendance: Southwestern’s on-campus program is designed as an in-class learning experience. In this type of instructional setting, the ability to pass examinations and complete outside projects is only a partial measure of the student’s knowledge, skills, understanding, and appreciation of the subject matter. Therefore, students are required to maintain regular and punctual class attendance. Properly obtained and authorized excuses will be necessary for any make-up tests to be offered and to avoid grade penalties for turning in late assignments. Depending upon the circumstances, the instructor reserves the right to refuse late assignments. While attendance will be taken in each class, it is the students’ responsibility to keep informed of their attendance standing. The students are further responsible for any material missed by reason of their absence from class whether or not said absence was excused. Students asked to leave a class for disciplinary cause may be counted as absent for that class. Class attendance will be treated in conformity with the corresponding academic catalog regulations.

This class is scheduled to meet three days per week for a total of 40 sessions this semester including the final exam. Absences which exceed twenty percent (20%) of the number of times that a class meets per semester, regardless of the nature or reason for the absences, will result in the student being administratively dropped automatically from the course, receiving a grade of “WP” or “WF”. (The student will be assessed the established course withdrawal fee.) In this term, an absence in the 9th session calls for administrative withdrawal.

Students missing fifteen minutes of a class will be counted as absent for that session. Every three tardies acquired in classes that meet three times a week and every two tardies acquired in classes that meet twice a week will be considered as an absence. The student is responsible, at the end of class, to identify his/her tardiness to the professor.

Unless there has been some other notification, students must wait at least 15 minutes for the instructor to arrive before they may leave the class.

Quizzes / Examinations: Quizzes will be offered periodically during the course building a score of cumulative points. Quiz questions will also be drawn from any guest lectures. Make up quizzes are not offered. Students who arrive late to class on a quiz day, missing the opportunity, will not be offered make-up/catch-up grace. Absence on the day of an exam will be viewed unfavorably and in such circumstances students should not assume that they will be permitted to take a late exam. Late exams

will be administered with the following guidelines:

- A student who falls ill on the day of the exam is required to call or contact the instructor that day to report the problem.
- The student must present an appropriate document verifying the illness when returning to class.
- With the instructor's approval the exam will be scheduled at the instructor's convenience within one week of the student's return to class.
- An unexcused absence on a test date will result in a zero for that test.

Final Exams. During the Final Exam Week, a final exam will be administered in class at the time that the university has established as printed in the class schedule. No final exam will be given prior to Final Exam Week. If the course does not include a final exam, class shall meet during the stated exam period to conclude the semester. Students with scheduling problems calling for more than three (3) finals in one day may arrange with the professor (subject to the professor's approval) to take an exam at an alternate time. The arrangement must be done the week prior to exam week. Consult the Final Exam Schedule published by the Registrar's office.

Graduating seniors with a grade of B or higher within a course may be exempted from the last examination of the course if the professor designates it as a comprehensive final exam. However, a graduating senior with a grade of "B" or higher within a course, at the professor's prerogative, may or may not be exempted from a unit exam given during the Final Exam Week.

Assignments. All class assignments should be completed with due consideration for the professional work expected of students at this university. Work should be neat, organized, and **typewritten with double line spacing**. Pages should be properly joined if sent in as a hard copy. For assignments with more than two (2) pages of content, appropriate headings and subheadings must be used within the document. All pages should be **numbered as per standard conventions for page numbering of college papers**. An appropriate **title page** must be included (see sample in syllabus). Standard one inch margins on all sides shall be used, and the font for the text shall be no larger than 12 point and no smaller than 11 point, and the title no larger than 15 point and no smaller than 11 point. Students' **personal data** shall be on the cover page, but not on the succeeding pages (student name if included on individual content pages is allowed if presented within the page number feature in a header or footer and presented consistently).

Students should, as a matter of course, **proof read** their work prior to turning it in to the instructor so that typographical, grammatical, and syntactical errors may be corrected. Assignments should be turned in **on time**. It is also advisable that students make a dated **photocopy (or keep a computer backup copy)** of work being turned in to safeguard against loss.

All assignments are due at the beginning of class on the listed due dates.

Electronic Devices in Class. Inasmuch as electronic devices pose a serious risk to academic integrity, and because mobile phones are disruptive to the learning environment, the instructor reserves the right to control the use of all electronic devices in class (phones, pda's, calculators, etc.). Students are not permitted to use mobile phones, pda's, or other devices for sending/receiving calls and/or text messages during class. Under no circumstances will students turn on electronic devices or keep them on during tests or quizzes. Text messaging or other inappropriate uses of electronic devices, during a

class session, may result in the professor dismissing the student from the class session, and in turn, counting the student as absent. Students who send/receive text messages during an exam, engage in any kind of communication activities which threaten the integrity of the text environment, or photograph on electronic devices test materials or other materials the instructor deems inappropriate for copy may be subject to failure in the exam and/or the course.

Academic Integrity. Studies at Southwestern are as inherently spiritual as they are intellectual. Students are admitted with the expectation of a commitment to honesty and stewardship. The true worship of God requires the worship of the whole being (“You shall love the Lord your God with all your . . . mind” Matthew 22:37). Students are expected to be honest in fulfilling all academic requirements and assignments. This pertains to examinations, themes, book critiques, reading reports, etc.

Therefore any form of cheating or academic dishonesty is unfit to basic Christian discipleship and cannot be tolerated. Anyone cheating on a test or assignment may receive an “F” for the assignment or for the course and potentially face disciplinary action by the school. Course notes and other resources may not be brought into the testing room. Testing requires academic honesty and a student’s honor is at stake if the testing situation is compromised in any fashion by having persons present, or materials or technologies in use which impact the results of the test. Plagiarism, the use of another’s uncited material as one’s own, is impermissible. Reproducing material from other students by photocopy, computer media transfer, or by rewrite is cheating. This also specifically applies to the use of other people’s sermons and ceremonies from books, tapes, magazines, etc. without proper attribution. It further applies to downloading material from websites which are designed to aid in cheating on essays, term papers and dissertations.

A student will not be allowed to withdraw from a course if he/she is under investigation for academic dishonesty. In the event that the student is determined guilty of academic dishonesty, then the student will not be allowed to withdraw from the course and will receive the grade determined by the faculty member. Refer to Standard of Conduct in the Student Handbook.

Withdrawal. In the unfortunate event that a student seeks to withdraw from a course or from school, the Registrar’s Office should first be contacted to initiate the process. Requests to withdraw must be backed up with a student’s written statement. There is a fee assessed for a withdrawal from a course.

Automatic Withdrawal. All students are required to attend class faithfully. Whenever a student misses a class in excess of 20% of the times the course is scheduled to meet, that student shall be administratively withdrawn from the course. There is a fee for an administrative withdrawal which exceeds the amount a student is liable for when a student initiates a withdrawal on his/her own.

DRESS CODE

SAGU’s statement of purpose and core values reflect an intention to provide students a comprehensive educational experience that prepares them mentally, spiritually, physically and socially. The University’s dress standards are, first, designed to create an environment that encourages spiritual formation; and secondly, to prepare students for success in the professional workplace. A follower of Christ desiring to successfully serve in vocational ministry, counseling, corporate business, etc., must understand what clothing, hair style, and adornment is appropriate for different settings.

As a follower of Jesus Christ, our appearance should be modest and not call attention to one’s self (I Peter 3:3-4). SAGU expects all students to be clean, neat, dressed in god taste, and avoiding bizarre or

extreme styles, including form-fitting clothing. In addition, the following are not allowed because of community standards adopted by the University and the fact that these items are not allowed in a majority of professional work settings (men's ear rings; body piercing of any type for men and women; and no new visible tattoos). Finally, all types of head coverings are to be removed in chapel.

All appearance standards specified below are to be observed campus-wide with no exceptions. They apply to all students, single or married, living on-campus or off-campus. The dress code is in effect at the beginning of each semester, during finals, during summer sessions, and to all students on campus during vacation and holiday periods. Under all circumstances, MODESTY is the standard for all occasions.

The University reserves the right to declare any single piece of clothing or decoration as unsuitable attire for any occasion.

Classroom Attire. This applies to all classroom instruction; including the fall, spring and summer sessions as well as day and night classes.

Men: Nice jeans (must not have any holes), slacks or nylon wind pants, warm-up pants with pockets. Dress shirts, sports shirts, sweaters, nice sweatshirts, or t-shirts with acceptable/appropriate logos are permissible. Shorts are unacceptable for classroom/chapel attire. Pajama items are not acceptable as outerwear at any time.

Women: Dresses, skirts of a modest length (no slits above the knee), dress slacks, nice jeans (must not have any holes) or nylon wind pants, warm-up pants with pockets. Shorts are unacceptable for classroom/chapel attire. Full-length blouses, sweaters or nice sweatshirts/t-shirts with acceptable/appropriate logos are suitable (revealing necklines and revealing sleeveless attire are not permitted). No midriffs allowed. All shorts and sundresses are unacceptable for chapel or class at any time. Lingerie/pajama items are not acceptable as outerwear at any time.

Availability of Instructor

Office hours: Please do not be hesitant to make an appointment with me. Office hours are posted on my office door.

Office Phone: 972.825.4793 (leave a message if I am unavailable to take your call).

Cell Phone: 214-707-3033 (use only for texting - and leave your name)

Email Address: lrobins@sagu.edu

COURSE CONTENT

Please observe the content of our course. At the bottom are the dates of the course assignments.

- I. **Introduction to Course**
- II. **Classroom lectures: instructor/guests**
- III. **Presentation of class projects**
- IV. **Ministry involvement**

COURSE CALENDAR

Fall Semester: 2010 (September 1 - December 8)	
Exam 1	September 17
Exam 2	October 1
Exam 3	October 22
Exam 4	November 12
Reading Assignment 1	October 1
Reading Assignment 2	November 5
Class Presentation (Musical)	November 15 - December 8
Budget Project	November 22
Ministry Involvement Report	Finals' Week
Final Exam (Notebook project due)	Finals' Week

The professor reserves the right to change assignments/dates contingent upon the needs of the class.

ASSIGNMENTS

- Four written examinations over lecture materials.
- Read 10 articles (magazines, internet, book chapters) and write a one page reflection on each article. This assignment will be divided into two assignments of five articles each.
- Select a musical (children, youth, or adult). You may use a musical collection, design your own using music, scripts/narration from several sources, or you may write your own. Present to the class just as you would present to a church choir your plans for the up-coming musical presentation. Your grade will be based on your creativity and level of preparation for the assignment. Your presentation must include:
 - A synopsis of the musical theme
 - Details of the staging, sceneries, lighting, sound, special effects
 - Details for characterization, costuming, props
 - Programs, advertising, budget, fundraisers
 - Encouragement for participants
- Prepare a church music budget for a church with 30 people in the adult choir, a youth choir of 25, and a children's choir of 50. You are required to produce two major presentations per year with the adult choir and one with the youth and one with the children's choirs. The maximum amount you can spend is \$24,000.00 **but you must use it all**. Your grade will be based on clarity of format, evidence of research of costs, thoroughness of included details.
- Compile a note book as follows:
 - Divide the notebook into the following categories (children, youth, adult, senior adult, instrumental, wedding funeral, seasonal, general information).

- B. Within each music category provide the title of selection, the composer/arranger, publishing company, voicing, level of difficulty as follows:
- 10 - Children
 - 10 - Youth
 - 10 - Adult
 - 5 - Senior Adult
 - 15 - Instrumental (include orchestrations, small ensembles, handbells, piano/organ, solos, etc.)
 - 10 - Wedding
 - 10 - Funeral
 - 40 - Seasonal
 - 10 Easter
 - 10 Christmas
 - 10 Missions
 - 10 Special holidays (Mothers'/Fathers' Day, Patriotic, Baby Dedication, Graduation, Thanksgiving, etc.)
 - 5 Pentecost

- C. Within the general information section, provide the following:
- Information may be obtained from the Assemblies of God Headquarters (417-862-2781 or www.ag.org)**
1. National Music Department
 2. Fine Arts Competitions - Assemblies of God Headquarters, National Youth Department

Information may be obtained from CCLI (800-234-244) or www.ccli.com

3. Christian Copyright License Incorporated

Information may be obtained from Kempke's Music Service (800-753-6753 or www.kempke.com)

4. Information from at least five major music companies: (Name, address, phone, type of music handled, etc.)
5. Music Conferences - Kempke Music Service; Assemblies of God Headquarters, etc.
6. Choral Clubs
7. Hymnals
8. Soundtrack companies
9. Choir robe companies
10. Audio-visual companies: (Projection slides, computer projection systems, overhead projectors, sound equipment, etc.)

6. Ministry involvement. You will select a local church where you can assist the minister of music for a total of 30 clock hours. Select at least three from the following list :
- A. Help prepare and direct a musical/dramatic presentation (children, youth, adult).
 - B. Set up a music library.
 - C. Work with the sound/media aspects of the music program.
 - D. Rehearse and direct the choir/orchestra for a minimum of three services.
 - E. Rehearse the praise team and lead worship for a minimum of five services.
 - F. Participate in a minimum of three staff meetings/board meetings.

SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY

PRINCIPLES/PRACTICES OF MUSIC MINISTRY
MUS 4143

INSTRUCTOR: LINDA ROBINS

ASSIGNMENT: _____

STUDENT DATA

Name _____

Campus Box _____

E-mail _____

Date _____

Phone _____

Mobile Phone _____