

Handbook for January Jubilee



**Prepared by the
COMMITTEE ON SHARING SKILLS AND RESOURCES**

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AGO Mission, Vision, and Value Proposition

The mission of the American Guild of Organists is to foster a thriving community of musicians who share their knowledge and inspire passion for the organ.

The vision of the American Guild of Organists is to engage, support, and uplift every organist.

Value Proposition (A Value Proposition is simply a promise of value to be delivered—a statement of the specific benefits you can expect through AGO membership.)

As a member of the American Guild of Organists you can

- connect with other organists
- enhance your skills as an organist and choral conductor
- celebrate the organ in historic and evolving contexts
- discover news of the organ and choral world online and in *The American Organist*
- nurture new organists of all ages
- share knowledge and expertise
- enjoy camaraderie at chapter events and conventions
- find inspiration and challenge
- receive encouragement from colleagues
- experience great organs and organists
- access career opportunities and job listings
- earn professional credentials through AGO certification

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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 12. 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 January Jubilee Committees as they work to fulfill their duties as outlined below.
- **July 1 – Submit sketch of Jubilee** (date, location, and time) to CoSSR director for publicity in TAO and posting on the January Jubilee webpage.
- **August 1 – Submit proposed budget and Jubilee program** to CoSSR director for approval.
- **September 1 – Submit January Jubilee program with photos** to Todd Sisley with copy to Eric Birk and CoSSR director for a two page spread in Nov/TAO.
- **November 1 – Request first installment of funds** from national following the approval of the Jubilee budget by CoSSR. The *January Jubilee Grant Request Form* (online application) and *Budget Request Form* are located on the Jubilee webpage/[JJ Directors Page](#) (Sample forms: JJ handbook, p. 15-17).
- **November 1 – Submit a draft of Jubilee brochure** to CoSSR director for approval.
- **Two Weeks before the Jubilee – Request the final installment of supporting funds from national.** The *Budget Request Form* appears on the January Jubilee webpage/[January Jubilee Directors Page](#) (Sample forms: JJ handbook, p. 15-17).
- **Following the Jubilee – NEW MEMBERS** – One week following the Jubilee, assign mentors to the new members. Within two weeks following the JJ send the names and contact information for new members to Leah Semiken to be added to the national roster and TAO mailings.
- **Four weeks following the Jubilee** – Submit “Final Report for JJ” (JJ handbook, p.13); “Evaluation of JJ” (JJ handbook, p.14); “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 that the 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 director 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 should be requested from National in early **November** following the approval of the Jubilee budget by CoSSR, *The final installment of supporting funds will be issued upon request to AGO national two weeks before the Jubilee.* The *January Jubilee Grant Request Form* (online application) and *Budget Request Form* can be found on the Jubilee Webpage/[January Jubilee Directors Page](#). Samples of the documents have been included in the JJ handbook, p. 15-17.
- 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.

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 and during the breaks.

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 Jubilee program to CoSSR for approval by **August 1**.
- Submit “Highlights of January Jubilee” with photos to Todd Sisley, Eric Birk and CoSSR director by **September 1** for November TAO two page spread.
- 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 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 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 **one week 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.

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” (January 2015 TAO) by Linda Everhardt, <https://www.agohq.org/wp-content/uploads/2016/08/Taking-photos-for-TAO-June-2014.pdf>.
- **Photos must be a high-resolution** TIFF or JPG (300 dpi, **original size**).
- Enlist a member or friend of the chapter who is knowledgeable about photos, to be responsible for photographing the event and later submitting photos to accompany the summary in TAO.
- Take photos of people having a great time!

*** TIMELINE FOR JANUARY JUBILEE***

DEADLINE	GOAL
MAY 1 <i>of the year preceding the proposed January Jubilee</i>	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	Submit January Jubilee date, location, and time to CoSSR director.
AUGUST 1	Submit JJ proposed budget and program to CoSSR for approval.
SEPTEMBER 1	Submit JJ program with photos to Todd Sisley (tsisley@agohq.org) Eric Birk and CoSSR director for November TAO
NOVEMBER 1	Request first installment of supporting funds from national. JJ Grant Request Form and Budget Request Form on the JJ Webpage. (Sample: Handbook, p. 15-17)
NOVEMBER 1	Send a draft of the Jubilee brochure to Eric Birk and CoSSR director for website.
ONE MONTH <i>before</i> January Jubilee	Order copies of <i>The American Organist</i> from Eric Birk and membership forms from Leah. (leah.semiken@agohq.org).
TWO WEEKS <i>before</i> January Jubilee	Request the final installment of supporting funds from national.
ONE WEEK <i>following</i> January Jubilee	Assign mentors to new members. Send the names of the new members to Leah Semiken.
FOUR WEEKS <i>following</i> January Jubilee	Send the final report (Handbook p. 13) and evaluation (Handbook p. 14) to Eric Birk and CoSSR director.
FOUR WEEKS <i>following</i> January Jubilee	Send final financial report to Eric Birk and CoSSR director.
APRIL 1	Submit a narrative with photos to Todd Sisley for JUBILANT JUBILEES /June TAO Article.

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 Paypoll)
Registration	
Name badges	Donated
Paypoll 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.

2018 January Jubilee Grant Request Online Application Form

SAMPLE: Use the downloadable application on the JJ webpage to submit this form to National

Use this form to request seed money (available Nov. 1 in advance of the year of your January Jubilee) in increments of \$500 for start-up cost of a January Jubilee up to \$1,000 per January Jubilee.

Date Request:

January Jubilee Host Chapter Name:

Name of Person Making Request:

Email Address of Person Making Request:

- *Enter Email Address:*
- *Confirm Email Address:*

Position/Title of Person Making Request:

Amount of Request: Portions of the \$1,000 grant money are available to January Jubilees in increments of \$500. The first portion of the grant, up to \$500 is available on Nov 1 in the year preceding the Jubilee event. The second portion of the grant is available two weeks before the Jubilee event.

Please select the request level from the choices listed below:

- First Request of \$500 – Payable Nov. 1.*
- Second Request of \$500 – Payable two weeks before the event*

January Jubilee Budget Report – Please attach a current budget report showing budgeted, actual and columns for income and expenses. A sample form is on pages 16-17 of the handbook.

Payee Information:

- Please provide the name of the organization to which the check should be made payable (i.e. what should follow “Pay to the Order of”) on the check.
- *Name of contact person to whom check should be sent:*
 - First Name:
 - Last Name:
- *Address to which grant check should be sent:*
 - Street Address:
 - City:
 - State:
 - ZIP/Postal Code:
 - Country:

2018 JANUARY JUBILEE BUDGET FORM for GRANT REQUESTS
SAMPLE: *Use the downloadable form on the Jubilee webpage to submit to National*

INCOME	BUDGET	ACTUAL	COMMENTS
Registration Fees			
Funds from National AGO			
Funds from Chapter			
Grants & Gifts			
Church Donations			
Private Donations			
Other -			
TOTAL INCOME			

EXPENSES	BUDGET	ACTUAL	COMMENTS
PUBLICITY			
Color Brochures (printed & folded)			
Color Brochures (design)			
Postage			
Mailing Labels (Williams Direct)			
Mailing Materials (brochure sealers)			
Regional Publicity			
Radio Ads			
E-Mail Blasts			
Worship Aids (Hymn Sing, etc.)			
Other			
Other			
TOTAL PUBLICITY			
REGISTRATION			
Name Tags			
Registration Packets			
Paypal Expenses			
Printing of Chapter Directory			
Printing of Chapter Yearbook			
Mailing of Directory/Yearbook			
Chapter Website Update			
Office Supplies			
Handouts			
Other			
Other			
TOTAL REGISTRATION			

HOSPITALITY	BUDGET	ACTUAL	COMMENTS
Refreshments at Welcome Table			
Lunches			
Other			
Other			
TOTAL HOSPITALITY			
PROGRAM			
Honorarium for Keynote Speaker			
Hotel for Keynote Speaker			
Travel Expenses for Speaker			
Honorarium for Presenter			
Honorarium for Presenter			
Honorarium for Presenter			
Hotel for Presenters			
Travel Expenses for Presenters			
Honorarium for Recitalist			
Hotel for Recitalist			
Travel Expenses for Recitalist			
Use of Churches			
Sexton's Fee			
Organ Tuning			
Digital Organ Rental			
Other Expenses			
Other Expenses			
TOTAL PROGRAM			
TOTAL EXPENSES			
INCOME LESS EXPENSES			

June, 2017