

Syllabus for
MUS 451 - Church Music Administration
3 Credit hours
Spring 2013

I. COURSE DESCRIPTION

A study of various methods of organizing and administering the music program of the church. Introduces materials and methods for teaching and/or supervising graded choirs, bell choirs, youth choirs, and adult choirs. Includes an organ seminar to acquaint the church musician who is not an organist with the pipe organ.

Prerequisite: None.

II. COURSE GOALS

The purpose of this course is to help prepare the student for the church music administrative tasks such as organizing children and adult choirs, developing budgets, planning comprehensive music programs in all phases of the church program, overseeing equipment and facilities, and exercising general music leadership responsibilities in churches of various sizes and denominations.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

As a result of successfully completing this course, the student will be able to do the following:

- A. Design a total church music program for small, medium, and large churches.
- B. Describe appropriate techniques for administering the program.
- C. List appropriate repertoire for the various choirs and how to find it.
- D. Describe leadership responsibilities.
- E. Suggest appropriate equipment and where to find it.
- F. Describe facilities needed and appropriate usage for the music program.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

A. Required Materials

1. Textbooks

Bradley, R. (2004). From Postlude to Prelude. St. Louis: Morningstar Music Pub.
ISBN 0944529364

Lawson, K. (2000). How to Thrive in Associate Staff Ministry. Bethesda:
Alban Institute. ISBN 1566992275

Measles, D. (2004). Music Ministry: A Guidebook. Georgia: Smyth and Helwys.
ISBN 1573124140

- 2. Other
None

B. Optional Materials

1. Textbooks
None
2. Other
None

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
 - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with university, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the WPA handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Department Policies and Procedures - See Music Department Student Handbook.

C. Course Policies and Procedures

1. Evaluation Procedures
 - a. Midterm Exam (20%)
 - b. Final Exam (20%)
 - c. Weekly Quizzes (13%)
 - d. Book Critiques (10%)
 - e. Seminar Reports (20-minute report to class) (17 %)
 - f. Major Project (20%)
2. Whole Person Assessment Requirements
There are no WPA requirements for this course.

VI. COURSE CALENDAR

- Week 1 - Introduction to the course/developing a philosophy of music ministry
Week 2-4 - Staff relationships
Week 5 - The Call to ministry and Qualifications
Week 6 - The role of the music minister and the scope of the program
Week 7 - Budgets, facilities
Week 8-9 - Children's Music Activities
Week 10 - Youth Choir/Small groups/Instrumental groups
Week 11 - Musical Productions
Week 12-13 - Major Report Presentations
Week 14-15 - Seminar Reports

Course Inventory for ORU's Student Learning Outcomes

Church Music Administration MUS 451 Spring 2012

This course contributes to the ORU student learning outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

No Contribution – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

OUTCOMES & Proficiencies/Capacities		Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	Outcome #1 – Spiritually Alive Proficiencies/Capacities				
1A	Biblical knowledge			X	
1B	Sensitivity to the Holy Spirit			X	
1C	Evangelistic capability				X
1D	Ethical behavior		X		
2	Outcome #2 – Intellectually Alert Proficiencies/Capacities				
2A	Critical thinking		X		
2B	Information literacy	X			
2C	Global & historical perspectives		X		
2D	Aesthetic appreciation	X			
2E	Intellectual creativity	X			
3	Outcome #3 – Physically Disciplined Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X
4	Outcome #4 – Socially Adept Proficiencies/Capacities				
4A	Communication skills	X			
4B	Interpersonal skills	X			
4C	Appreciation of cultural & linguistic differences	X			
4D	Responsible citizenship	X			
4E	Leadership capacity	X			