

## **GUIDELINES FOR METROPOLIS CMI's Supported by the National Forum**

The National Forum is able to subsidize each Federation for the purpose of conducting Church Music Institutes during the year. The amount is determined when the National Forum's biennium budget is developed and approved. Federations have use of their subsidy over the two-year budget period.

Here are the National Forum's goals for the Federation CMI's:

- Each Federation will host Church Music Institutes in its Metropolis to address how to improve the work of choirs, chanters, and parish music programs. These CMI's will be open to choir directors, choir singers, clergy, chanters, Church School music educators, and/or youth leaders.

The following are the guidelines for Federations as they plan their CMI's and request their National Forum subsidy:

- 1) All requests for CMI subsidies must come **through the Federations**, as part of their educational program for their metropolis. Local parishes, convention hosts, or individuals with an idea for a CMI must submit them through their Federation President.
- 2) CMI's can vary in length, scope, and audience. CMI's may be held on one day, a weekend, or several CMI's scattered throughout the year and/or the metropolises. What is most important are the following:
  - The CMI's must be **instructional** in nature, at least **six hours** in length. That is, the primary purpose of the event is learning and teaching (not just a short workshop with some social events attached, as we might think of in a "choir weekend").
  - Please **work with the National Chairman** and your federation president before you finalize plans for your CMI to assure that you are following the intent of the Forum's program and the needs of your Federation.
- 3) National Forum funds are to be used only for **faculty expenses (travel, lodging, and honoraria) and teaching materials**, and may not be used for meals, gifts, refreshments, room rentals, nametags, pencils, and the like. It is permissible to charge a registration fee to CMI participants to help cover these other expenses.
- 4) We encourage you to **videotape** the sessions and give the original or a good copy of the tape to the Forum's Videotape Library Project.
- 5) Publicity, programs, news articles, and other materials should include **credit to the National Forum** for sponsoring/subsidizing the event. Please try to use the Forum logo on your publicity. The wording we suggest is:

"This CMI is co-sponsored and financially supported by the \_\_\_\_\_  
Federation and the National Forum of Greek Orthodox Church Musicians through a  
generous grant from Leadership 100"

6) Following the end of the CMI, the Federation President should send the National Chairman a request for reimbursement. This request should also include **a report of your CMI**, including clean copies of the following:

- a. A description of how the CMI was organized, and a description of its goals, the curriculum used to meet those goals, and the faculty.
- b. Copies of the publicity.
- c. Copies of the program/schedule.
- d. A summary of the number of students, where they came from, etc.
- e. A summary of student evaluations you conduct and your assessment of the impact of the CMI.
- f. A report of expenses and income, if applicable, showing what the Forum paid for and what your Federation subsidized.
- g. Anything else that you think would help describe your CMI.

7) Each biennium, the National Forum determines the amount it is able to allocate to support the Federations' CMI's.

- You may use your Federation's subsidy in parts or all in one lump sum. However, funds are transferred to your Federation only on a cost reimbursement basis, pending receipt of your CMI report and financial report.
- Funds will be transmitted only to the Federation via its President, not to individuals or parishes.

8) End-of-Biennium CMI's: There may be some Federations who wish to be reimbursed for CMI's that fall shortly after the end of the Forum's biennial budget year (May 31<sup>st</sup> of an even-number year), to complete use of the funds allocated to them during that biennium.

- The Forum will reimburse Federations for CMI's that occur during June, July, and August with their previous biennium allocation provided the Federation President informs the National Chairman in writing of their intent to host a CMI during those months. The notice should include an estimated budget and a short description of what is being planned for the CMI.
- Without such notice, the Federation's remaining funds would revert to the Forum's general operating funds and the Federation would have to use whatever new funds were allocated to it in the Forum's subsequent biennial budget.

9) Feel free to **share and discuss plans** with the National Chairman and your Federation Presidents ahead of time. CMI's are also placed on the agenda for the Council of Presidents Meeting in the spring and the Annual Meeting in the summer.