

The Maryland Episcopal Cursillo

THE SERVANT COMMUNITY

MUSIC COORDINATOR

- 1. Provides support to the Servant Community.**
 - Attends all assigned Servant Community meetings.
 - Attends regularly scheduled meetings of the Secretariat when possible.

- 2. Maintains and tracks all items owned by the Fellowship with regards to music.**
 - Makes certain that all musical equipment is in working order before each Three-Day Weekend or special event.
 - Catalogs music supplies at the Claggett Center (songbooks, overheads, etc.) and sees that the information in the Team Manuals regarding music is up to date.
 - Keeps copyrights (CCLD current) for all songbook inserts, overheads and power point programs, and provides documentation to the Treasurer to facilitate timely payment of all fees for CCLI renewals and one-time use permissions.
 - Mentors the Three-Day Weekend Music Directors and provides them with all necessary materials for the Weekend.

- 3. Provides musical leadership within the Fellowship.**
 - Exercises and promotes sensitivity to the appropriateness of music and lyrics.
 - Organizes an annual music leaders' workshop to promote the development and growth of new and current musicians in the Fellowship
 - Maintains a list of available Cursillo musicians and makes this list available to Ultreya leaders and other Servant Community and special events coordinators.
 - Provides music leadership for special events if requested.
 - Attends quarterly meetings of the Servant Community.
 - Communicates needs and information to the Secretariat through the Servant Community Director and to the wider Fellowship through the Communications Coordinator.

- 4. Participates.**
 - Attends Fourth Day Activities, the Annual Diocesan Ultreya, Las Mananitas and Clausura, Ultreyas, and other special Cursillo functions when possible.
 - Supports the MEC with their time, talent and treasure when possible.