



The American Guild of Organists

Cleveland Chapter

May 2010

FROM THE DEAN

As the AGO year which ends June 30 winds down, it is appropriate to take a moment to thank the retiring members who have served so ably with dedication and enthusiasm.

In addition to Leslie Bauer, our outgoing Secretary who was highlighted in last month's Newsletter, three of our Board Members—Missy Koch, Jeanette Ostrander, and Ginny Roedig-- will be stepping down. Missy, of course, has been Sub-Dean, Dean, and a chairperson of many different Committees as well as my personal mentor. Both Jeanette and Ginny have been key people on our Executive Committee, and Ginny has been a very active member of our Program Committee for the past three years.

Last, but certainly not least, is our outgoing Sub-Dean, Bob Day, who has been responsible for planning and implementing the many and fine varied programs we have all enjoyed the past two years. Very few people realize the hard work which goes into setting up these programs and making certain that all of the details are covered. What a spectacular job he has done with the help of an excellent Program Committee (Ginnie Roedig, Carmen Massaro, Missy Koch, and Horst Buchholz).

Bob has served the Guild in so many ways, not only as Sub-Dean but on many different committees or doing ad hoc jobs--- always with a gracious manner and willingness to serve. Also, he keeps all of us cheerful and makes certain we don't take ourselves too seriously. Next time you have the opportunity, please let him know how much we appreciate his efforts.

We want to express our appreciation to all of these retiring officers and board members. It has been a

joy to work with all of them, and we hope they will continue to provide their skills and leadership to our organization in the future.

This past month there was also major evidence of how important our connections within the Guild are. The tragic fire at Euclid Avenue Congregational Church left a congregation without a church, and included the complete destruction of a magnificent organ and library of music of our webmaster and friend, Tim Robson. I'm certain we all offer our concern, prayers and support for the church. Tim, please let us know what we can do to help; we know you will be one of the leaders in moving the spirit of the church forward.

Our Cleveland Chapter Annual Meeting is coming up in early May. This is a joint meeting with the Akron AGO Chapter at the Christ Church Episcopal and the First Congregational Church (Hudson). The event starts at 4:00 p.m. with organ crawls in both churches (so bring your shoes and your music if you would like to play), followed by a dinner at the First Congregational. There will be a brief business meeting and installation of our new officers to conclude the evening. I hope to see you there!

Musical Blessings,
Marcia

Next Executive Committee Meeting:

Monday, May 10, 2010 at 7:30 p.m.
Lakewood Presbyterian Church
14502 Detroit Avenue
Lakewood, Ohio 44107
216.226.0514

Next Chapter Meetings:

(See Page 3)

DAVID SCHELAT RECITAL AT CHURCH OF THE SAVIOUR

MAY 16

The merry month of May brings our Chapter two programs: The Annual Dinner and Meeting on Sunday May 2 (which may have already occurred depending on when you're reading this), and a recital by organist David Schelat at the Church of the Saviour in Cleveland Heights on Sunday, May 16 at 3:00 pm. Our Cleveland Chapter AGO is co-sponsoring this program as part of Church of the Saviour's "Arts In The Cathedral" annual series of concerts and arts events.

Mr. Schelat is an Ohio native, hailing from Marietta. He received his Bachelor of Music degree *cum laude* from The Ohio State University where he studied with Wilbur Held, and his Master of Music degree from the Eastman School of Music where he studied with David Craighead. He has pursued additional post-graduate studies at Syracuse University.

David is currently Director of Music at First & Central Presbyterian Church in Wilmington, Delaware. He is an active member of the AGO and is presently Sub-Dean of the Delaware Chapter and a District Convener in Region III. He is a frequent recitalist in the mid-Atlantic region, and has been heard on the nationally syndicated radio program "Pipedreams."

Mr. Schelat also composes on commission, and has several organ works to his credit, as well as choral pieces appearing in the catalogues of Oxford University Press, Augsburg-Fortress, and MorningStar Music.

His mostly Romantic program, chosen specifically for the Church of the Saviour's 1928 Austin Organ, will include pieces by Dubois, Mendelssohn, Franck, and Vierne, as well as works by J.S. Bach, and one of his own pieces commissioned by the Delaware Chapter AGO.

Bob Day, Organist at Church of the Saviour, and Judith Higbee, Director of Music, will be our hosts for the afternoon. Church of the Saviour is located at 2537 Lee Road, one block north of Fairmount Blvd. in Cleveland Heights. There is ample free parking, and the church is handicapped accessible. A free-will offering will be taken.

DONALD SUTHERLAND AT CHURCH OF THE COVENANT

JUNE 7

The final program of our Chapter's 2009-2010 season will be at Church of the Covenant on Monday, June 7, 2010, featuring organist and conductor Donald Sutherland from the Peabody Conservatory of Music in Baltimore. Our Cleveland Chapter of the AGO is proud to be a co-sponsor of this event, with Jonathan Moyer, Music Director and Organist at Church of the Covenant as our host.

The program, which begins at 7:30 pm, will include Poulenc's *Organ Concerto*, Bruckner's motet *Os Justi Meditabitur*, and Faure's *Requiem*.

The Church of the Covenant invites fellow choristers from AGO affiliate churches to join the Covenant choir and orchestra. However, because of limited chancel space, they can only accommodate 35-40 *extra* singers. Choirs are requested to send quartets or octets of singers. If additional singers are needed, openings will be announced. Please send your choir reservation to Jonathan Moyer no later than **May 7** (call 216-421-0482 x231, or email jonathanwmoyer@gmail.com). The John Rutter edition of the Faure *Requiem* will be used. Scores for the Bruckner motet will be made available. Faure scores are available upon request.

Rehearsal schedule includes: Saturday, June 5, 1-3 p.m.: (chorus and piano); Sunday, June 6, 1-3 p.m.: (with orchestra); Monday, June 7, 6:30 p.m.: warm-up, 7:30 p.m.: concert.

Tickets are \$15 for adults, \$5 for students, **AGO members \$10**, AGO students free. Choristers will receive two complimentary tickets to the concert upon request. You may call the church office to reserve your tickets: 216-421-0482.

Church of the Covenant is located in University Circle at 11205 Euclid Ave., just east of Severance Hall. Parking is available in either the church parking lot on Euclid Ave., or there is additional ample parking in the garage around the corner on Ford Road, just east of the church and north of Euclid Ave.

Next Chapter Meetings:

Sunday, May 2, 2010 at 4:00 p.m.

Christ Church Episcopal

21 Aurora St.

Hudson, Ohio

Nicole Keller, Host

330.650.4359

and

First Congregational Church of Hudson

47 Aurora St.

Hudson, Ohio 44236

Charles Carr, host

330.656.2919

Sunday, May 16 at 3:00 p.m.

Church of the Savior

2537 Lee Road

Cleveland Heights, Ohio 44118

Judith Higbee, Host

Robert Day, Host

216.321.8880

Monday, June 7 at 7:30 p.m.

Church of the Covenant

11206 Euclid Avenue

Cleveland, Ohio 44106

Jonathan W. Moyer, Host

216.421.0482

CHAPTER CONCERNS:

We regret to inform everyone that longtime, very active member Marjorie Johnson passed away Tuesday night, April 13, 2010, at Breckinridge Village. She was loved by so many of us and passionate about the organ. Her memorial service was held Saturday, April 17, at The Church of the Western Reserve, 3050 Fairmount Blvd., Pepper Pike, OH 44124.

**A FESTIVAL OF THE
LITURGICAL ARTS OF THE
WESTERN RESERVE**

Dear Colleagues:

The Festival of Liturgical Arts of the Western Reserve (FLAWR) will hold its inaugural conference June 16-20 in Hudson Ohio. FLAWR was created for clergy and musicians who plan and execute worship in parishes and churches. Its mission is to celebrate the liturgy of the church through worship, education and fellowship by bringing the leading preachers, teachers and musicians together to offer their gifts and share their experiences. The conference will feature the Cleveland Jazz Orchestra, Todd Wilson, Gerre Hancock, Anne Wilson, Phyllis Tickle, Rev. Dr. Tom Long and several other distinguished preachers and musicians.

In support of this new endeavor, the Cleveland Chapter of the AGO will offer ten (10) scholarships in the amount of \$50 each to ANY member of the Cleveland Chapter who wishes to attend the conference. These scholarships are available on a first come, first serve basis – you do not have to be a student to receive one! For more information, please contact Nicole Keller at 330-650-4359. Visit the FLAWR website at www.flawr.org for more information, including registration prices.

Nicole Keller

Organist and Choirmaster

Christ Church Episcopal

ALLELUIA CORNER

...Jesus bent down and wrote on the ground...and said to them: "Let him who is without sin be the first to throw a stone at her." (John 8: 7-8)

There are several passages in the Bible referring to writing "on the ground," proving that written communications could be read and understood by others. We have come a long way from ground-writing, though reading words from Christ's own hand would be a treasured event. It is evident that Jesus learned not only to read but to write. One wonders what 'books' he may have read, perhaps those that we now call the "Old Testaments" ..

While in college, I was swamped with papers to write, and discovered that I needed a typewriter to save my hands, time and sanity. To my shame I had to beg to borrow typewriters from my dorm friends, and their generosity saved my life. Later, I finally earned enough to buy my own used instrument. It beats hand writing any day.

The well-used humble typewriter was an 'attempted' invention recorded in Britain in 1714, but the 1st practical machine was built in America by Christopher Sholes in 1867. It took America by storm and eventually led to computers that now have their turn to dominate the information scene. As soon as computers came on the market, I purchased one as I still seemed to be writing. As for the future of the communications scene, wouldn't it be neat to just speak and have it all neatly and correctly printed out?

The computer's heritage began centuries ago when people first used sticks with added imprints to help remember and calculate numbers through notches carved in the stems. Stones and pebbles were put into piles and counted, plus using fingers and toes while doing additions, divisions, multiplying and subtractions. The ground and stick method was the 'first' computer along with the abacus, so dependable that it is still used in Asia. It holds numbers that are easy to read, understand and manipulate, and uses just brain power to work when needed.

The birth of the adding machine was in 1642 by the French math genius, Blaise Pascal, who substituted a wheel for each of the wires and beads, and had all

the wheels connected to one another. For subtraction, they simply ran in reverse, the wheels being turned by hand. (Ouch!) With the invention of electricity, the hand could then stay safe (!) while the wheels did the work.

There's more! John Napier, a Scottish mathematician (inventor of logarithms), made use of the decimal point to separate the fractional from the integral part of numbers. His genius marks the historical contributions to computation by mechanical methods.

In 1671, an adding machine built by a German mathematician, Leibniz, could multiply, extract square roots and more. A "live" model of his computer was completed in 1794, and the race for better, reliable machines came in the 1800's. A French Cloth Weaving Co., in the early 1800s, used a hole puncher in a loom, invented by Joseph Jacquard, which led to the invention of the punch card for the USA 1880 census. It is still being used as a basic input medium to computers.

With the advent of the typewriter leading to the computer, the automatic operation becomes even more simple, and able to do what it is told to do.... sometimes wrong, regretfully, as the computer has no brain. It is controlled by the method of its design, the way the switches are set, and the numbers given and its predestined feedback. In reality, the thousand steps involved would take a long time to do, and explain. The advantage of an electronic computer is that it can do thousands of operations in a shorter time, the word electronic meaning better control of electricity in many other different ways.

It is important to realize that the 'coming' of the computer was due to numerous inventions from various countries world wide, and the gradual assembling of them all together through trials and errors to make all the various computer parts work together.

Over the centuries, mankind found various methods and brainstormed to work towards creating our current machines with more improvements to come. Human beings still strive to discover and invent ways to improve our current life style as well as that of other countries when deep troubles (as earthquakes) occur.

The world still has more to teach us as did Jesus when he created a new 'law' by the simple act of writing words on the ground. In so doing, he thereby saved countless lives in future centuries. Even during that very early time, Jesus felt that the law of behavior and punishment was equal between men and women, a view still not popular in some countries.

As musicians, we create music with our hands and voices while celebrating the power of God's presence. In so doing, we help assuage guilt and sorrow through that ancient power of forgiveness and acceptance so beautifully expressed in Christ's written and spoken words in the sand.

Gratian M. Nugent

OPERATING PROCEDURES

A task force was created following last year's Annual Meeting with the purpose of reviewing the 1999 operating Procedures and bringing them up to date. The task force, comprised of Karen Holtkamp, Jim Riggs, Max Bunker, Bob Day, and Peg Limkemann, Director, have worked diligently. They have gone over every word of the document and made appropriate changes.

These changes were all approved by the Executive Committee at their March meeting.

It is now time for the membership to approve the completed document. The approval will be an agenda item at the May Annual Meeting.

The document is enclosed in this newsletter.

Many thanks to the task force for their hard work.

For those of you without email, there will be copies available at the May Annual Meeting. If you wish a copy to read ahead of time, please contact me, and I'll send you a hard copy. Contact Peg Limkemann at 440-871-4495.

Peg Limkemann, Director of Operating Procedures Task Force

PLEASE NOTE: Please send all job postings to: **Gerry Mass**, 440.884.4904, **e-mail:** gerry@gerardskeyboards.com.

ORGANIST: Chesterland Baptist Church, 12670 Chillicothe Rd., Chesterland, OH 44026, 440.729.7101. One Sunday morning service and weekly (evening) choir rehearsal. Salary: approximately \$5,000. per year. Interested persons should contact Pastor Joe Woods at the church office (as listed above) by mail or phone, or Pastor Woods personally at 440.796.0614, or via e-mail at: pastor@chesterlandbaptist.org.

MUSIC DIRECTOR: First Baptist Church, 835 Trebisky Rd., South Euclid, Ohio 44143. We are seeking a faith-filled person who will help re-build our music program. The Music Director should also have keyboard skills sufficient to accompany congregational singing and to accompany the choir (after the choir has been re-organized). Two Sunday services at 11:00 a.m. and 6 p.m. Choir rehearsal Sunday at 5 p.m. Four weeks paid vacation per year. Salary: \$1,000. per month. For further information, please call Pastor Bruce McLaurin at (216) 401-2179 or Deacon Walter Berman at (440) 476-0705

ACCOMPANIST: Divinity Lutheran Church, Parma Hts., Ohio. Good piano skills required; organ playing skills a plus. Sunday service; Wednesday evening rehearsal. Salary: \$30. per week. Interested persons may call 216.961.4571 for more information.

ORGANIST/PIANIST: South Euclid-Hillcrest United Methodist Church, 1534 S. Green Rd., South Euclid, OH 44121. 216.381.2953. Part-time. Sunday worship service. Special worship services. Thursday evening rehearsal. Salary: \$4,020. per year. Interested persons should send a resume to the church address listed above to the attention of the Pastor, Rev. Liz Nau, or via e-mail at revlznau@sbcglobal.net

MUSIC DIRECTOR: Liberation United Church of Christ, 13714 Madison Ave., Lakewood, Ohio 44107. Part-time (approx. six-seven hours per week with potential for further growth of music program). Rodgers Organ and Baldwin grand piano. Sunday

service at 10:30 a.m., preceded by choir rehearsal at 9:00 a.m. Traditional and contemporary music styles. Salary: \$7,000-8,000. annually, with increase potential as music program grows and hours involved increase. Interested persons should send a resume to Jim Ebbenga at the church address above or via e-mail at office@liberationucc.org

ORGANIST: Christ United Methodist Church, 490 East Broadway St., Alliance, OH 44601. 330.823.7136. Two Sunday services at 8:30 a.m. and 10:45 a.m. Wednesday evening choir rehearsal. Additional special services as needed. Extra compensation for weddings and funerals. Salary: \$13,000. per year (approx.) Interested persons should send a cover letter and resume to the Church Office address (as listed above) or via e-mail to church@cumalliance.org

REMINDER: The deadline for submitting articles to the newsletter is **midnight on the 15th** of every month. All articles should be sent to: newsletter@agocleveland.org

CONCERTS: For complete listings, see our website: www.agocleveland.org. All concerts are free unless otherwise noted.

Tuesdays at 12:10 p.m.: St. Paul's Episcopal Church, 317 E. Liberty Street, Medina, Ohio, 330.725.4131.

Tuesday, May 18: Donald Moore, Organist.

Wednesdays: Music Near the Market at **Trinity Evangelical Lutheran Church**, West 30th St. at Lorain Avenue, Cleveland. CONTACT: Florence Mustric: 216.321.1393. Featuring the world-famous von Beckerath organ. **FREE** concerts **AT NOON** on Wednesdays.

May 5 & 12: Organist **Florence Mustric** presents "Encounter at Hamburg," featuring music by Jan Reinken and J.S. Bach.

May 19 & 26: Organist **Robert Myers** presents "Germans old and new," music by Bach, Brahms, Hindemith, and Mendelssohn.

Friday, April 30 at 7:30 p.m.: Saint Ignatius of Antioch Roman Catholic Church, 10205 Lorain Avenue (at West Boulevard), Cleveland, OH 44111. The 125 7th- to 12th-grade voices of the **Saint Michael's Choir School Senior Choir** (Toronto, Ontario, Canada), will present a program of choral music selected from works by Barber, Elgar, Fauré, Franck, Rheinberger, Stanford, Tavener, Vaughan Williams, Eric Whitacre, Healey Willan, and resident composer Tomáš Dušátko. This concert is open to the public and **FREE OF CHARGE**, with a free-will offering being accepted at the conclusion of the concert. Families with children are encouraged to attend, to hear and see the fruits of dedicated music-making from these gifted children in grades 7 through 12!

Saturday, May 1 at 7:00 p.m.: First Baptist Church of Greater Cleveland, 3630 Fairmount Boulevard at Eaton Road, Shaker Heights, Ohio. 216.932.7480. **Diane Julin Menges**, soloist. An evening of music from England including music by John Dowland, Henry Purcell, Ralph Vaughan Williams, Roger Quilter, and Songs of the British Music Hall. Accompanying Diane will be: **Adam Whiting**, piano; **Brian Kozak**, guitar; **Mary Beth Ions**, violin; and **Linda Atherton**, cello. An English Reception follows the concert.

Sunday, May 2 at 3:30 p.m.: Sacred Heart Church, 410 West Lorain St., Oberlin, Ohio, 44074. **DEDICATION RECITAL** of the new Johannus Organ. Guest Organist is **Christopher Toth**. Music by Albeniz, Bach, Burkhardt, Elgar, Gaul, Morandi, Mozart, Near, Pardini, Phillips, and Yon.

Sunday, May 2 at 7:30 p.m.: Magnificat Performing Arts Center, 20770 Hilliard Boulevard, Rocky River, Ohio. **The West Shore Chorale and Orchestra and Student Signers** present **Mendelssohn's "Elijah," John Drotleff**, Conductor. Special Guests: Thomas Scurich, Baritone; Stan Workman, Tenor; Jonathan Scurich, Treble. Choral Scholars from area high schools including Avon Lake, Fairview Park, Lakewood, Olmsted Falls, Magnificat, Rocky River, and Westlake. Parking is free and a reception for audience members and performers will follow. For ticket information, please call 216.373.7773.

Tuesday, May 4 at 8:00 p.m.: Plymouth Church, UCC , 2860 Coventry Road, Shaker Heights, Ohio 44120. 216.921.3510. **AVIV QUARTET.** Presented by The Cleveland Chamber Music Society. Tickets required online at ticketsales@clevelandchambermusic.org

Sunday, May 9 at 5:00 p.m.: Westminster Presbyterian Church, 1250 W. Exchange St., Akron, Ohio 44313, 330.836.2226. **Opera/Broadway Gala.** James Mismas and Friends.

Sunday, May 16 at 3:00 p.m.: Church of the Saviour, 2537 Lee Road, Cleveland Heights, Ohio, 44118. 216.321.8880. **David Schelat Organ Recital.** Free will offering.

Thursday & Friday, May 20 & 21 at 8:00 p.m.: Cathedral of St John, 1007 Superior Ave, (downtown Cleveland); 216-771-6666 x5510.

JUBILATION! Church Choir Festival

<http://www.wclv.com/page.php?pageID=663>

The final rounds of the third annual **WCLV JUBILATION! Church Choir Festival**, cosponsored by the Cathedral of St John, featuring the 6 finalist Church Choirs from Northeast Ohio: St Josaphat Ukrainian Catholic, Faith UCC (Richmond Hts), Cuyahoga Falls United Presbyterian, St Joseph (Avon Lake), Holy Trinity Lutheran (Akron), St Sebastian (Akron); broadcast live over WCLV FM104.9. FREE concert; Free secure parking: Cathedral Garage on Rockwell Ave at E 9th.

www.saintjohncathedral.com/Concerts

Sunday, May 23 at 4:00 p.m.: Plymouth Church, UCC , 2860 Coventry Road, Shaker Heights, Ohio 44120. 216.921.3510. **LES DELICES, Debra Nagy**, director. ArtsPlymouth's Artist in Residence, **Les Délices** presents a program inspired by Louis XIV's personal chamber ensemble "Les Petits Violons du Roy," featuring pairs of violins, oboes, and recorders. Tickets available online at www.lesdelices.org or at the door. The church is located just east of Shaker Square and south of Shaker Blvd.



The American Guild of Organists

Cleveland Chapter

May 2010

QUICKGUIDE: CLEVELAND CHAPTER AGO 2009-2010

Dean: Marcia Snavely, (440)338-6606, e-mail: marciasnavely1@aol.com

Sub-Dean: Robert Day, (216)295-2235, e-mail: jickbob@aol.com

Secretary: Leslie Bauer (440)871-5265 **Fax:** (440)871-4481, e-mail: lgbauer144@gmail.com

Registrar: Chris Toth (216)406-0228, e-mail: cjtonline@hotmail.com

Treasurer: David Powers, (440)888-8757, e-mail: dpowers8835@sbcglobal.net

Placement: Gerry Mass (440)884-4904, e-mail: gerry@gerardskeyboards.com

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AGO Cleveland Chapter
138 Southwyck Dr.
Chagrin Falls, Ohio 44022
440.338.6606

OPERATING PROCEDURES

CLEVELAND CHAPTER – AMERICAN GUILD OF ORGANISTS

May 2, 2010

1. NAME. The name of this organization shall be the Cleveland Chapter of the American Guild of Organists (hereinafter, Chapter), a subordinate unit of the national organization known as the American Guild of Organists, whose headquarters are in New York, New York.

2. MISSION STATEMENT. (National Bylaws, Article II, Section 1) The purpose of the American Guild of Organists is to promote the organ in its historic and evolving roles, to encourage excellence in the performance of organ and choral music, and to provide a forum for mutual support, inspiration, education, and certification of Guild members.

Nothing in these Operating Procedures shall be read, and none of the Guild's activities pursuant to these Operating Procedures shall be undertaken or executed, in a manner inconsistent with these fundamental purposes.

3. CLASSES OF MEMBERSHIP (National Bylaws, Article III)

Section 1. The membership of the Guild shall be divided into two classes: Voting Members and Non-Voting Members. All individuals shall be eligible for membership and participation in the American Guild of Organists. The Guild (its Headquarters, Regions, Districts and Chapters) shall not discriminate on the basis of race, national origin, age, religious affiliation, gender, marital status, sexual orientation, disability or medical condition (including, but not limited to, Acquired Immune Deficiency Syndrome).

VOTING MEMBERS

Section 2. The Voting Members shall consist of General Members, Independent Members and Certificated Members.

(a) **General Members.** General Members shall consist of organists and choral conductors and other individuals who support the purposes of the Guild who shall (I) be approved by a Chapter; (II) be elected to membership by the National Council; and (III) have paid the dues and fees set by the National Council.

As long as they maintain their standing as Members of the Guild, General Members shall be eligible to (I) take the Guild examinations for certification; (II) be nominated for election to Chapter, Regional, and National Office, and to the National Council; (III) serve on National Committees; (IV) vote in Chapter, Regional, and National elections; and (V) receive the official journal of the Guild.

(b) **Independent Members.** Independent Members shall consist of organists and choral conductors and other individuals who support the purposes of the Guild who shall (I) be elected to membership by the National Council without a chapter affiliation; and (II) have paid the dues and fees set by the National Council.

As long as they maintain their standing as Members of the Guild, Independent Members shall be eligible to (I) take the Guild examinations for certification; (II) be nominated for election to

Regional and National Office; (III) serve on National Committees; (IV) vote in Regional and National elections; and (V) receive the official journal of the Guild.

For purposes of utilizing the Guild's Grievance Procedures (Procedures for Dealing with Complaints about Termination) and the Discipline, Independent Members shall be considered members of the Chapter which is nearest to their primary residence. "Nearest" shall be defined as the residence of the closest Chapter Dean at the time an incident occurred that gave rise to the use of the Grievance Procedures or the Discipline.

(c) **Certificated Members.** Certificated Members shall consist of those General Members and Independent Members in good standing who have passed appropriate examinations and have been granted appropriate certificates as designated by the National Council. Choir Masters, Associates, and Fellows shall be known as the Academic Membership. The levels of certification are:

1. **Service Playing.** Holders of the Service Playing Certificate have passed a test designed to demonstrate basic competence in organ playing in the setting of religious services. Holders of the Service Playing Certificate shall be entitled to affix to their names the letters SPC.

2. **Colleague.** Colleague Certification is awarded to those General Members and Independent Members who have passed an examination designed to demonstrate competence in organ playing and musical knowledge and ability at a level preliminary to that required of Academic Membership. Holders of the Colleague Certificate shall be known as Colleagues and shall be entitled to affix to their names the letters CAGO.

3. **Choir Master.** Those General Members and Independent Members who have passed an examination designed to demonstrate a high level of knowledge and competence in choral and conducting techniques and knowledge of the literature and theory of music shall be known as Choir Masters. Choir Masters shall be entitled to affix to their names the letters ChM, or to append the letters ChM to their other certificate designations as follows: FAGO, ChM; AAGO, ChM; or CAGO, ChM.

4. **Associate.** Those General Members and Independent Members who have passed an examination designed to demonstrate an advanced level of competence in organ performance, knowledge of the organ and its literature, and the history, philosophy, theory, and practice of music shall be known as Associates. Associates shall be entitled to affix to their names the letters AAGO.

5. **Fellow.** Those Certificated Members who hold the Associate Certificate of the Guild, or who have earned the Associate or Fellowship Certificate from the Royal College of Organists or the Royal Canadian College of Organists, and who have passed an examination designed to demonstrate theoretical and practical attainments as organists and scholarly musicians at the highest level shall be known as Fellows. Fellows shall be entitled to affix to their names the letters FAGO.

(d) **Lifetime Members.** Lifetime membership is open to anyone upon payment of such monetary amount as may be established by National Council. This membership carries the full rights and privileges of the Voting Member throughout the lifetime of the member.

3. Section 3 (Article VII, National Bylaws). Dual Members, Chapter Friends, and Chapter Honorary Members.

(a) **Dual Members.** Dual Members shall consist of those Voting Members who (I) have established primary membership through another Chapter, (II) are approved by the Chapter, and (III) have paid the dues and fees set by the National Council. Dual Members are eligible to vote and hold office in both the primary and secondary Chapter, though each Member has only one vote in National and Regional elections.

(b) **Chapter Friends.** Chapter Friends shall consist of those individuals who (I) support the purposes of the Guild, (II) are not organists or choral conductors, and (III) have paid the dues and fees set by the Chapter. Chapter Subscribing Members shall require no election to membership and shall have no vote.

The privileges of this class of membership shall be (I) participation in Chapter activities and (II) receipt of Chapter publications.

(c) **Chapter Honorary Members.** Chapter Honorary Members shall consist of those individuals who have made a distinguished contribution to the furtherance of the purposes of the Guild and the Chapter. They shall be nominated by two Voting Members of the Chapter in good standing and elected by the Chapter. Such members shall not be required to pay any dues or fees set by the National Council.

The privileges of this class of membership shall include the right to participate in all Chapter activities and to receive Chapter publications. If the Chapter pays dues and fees set by the National Council, Chapter Honorary Members may have the privileges of Voting Membership and shall be eligible for election to Cleveland Chapter office; otherwise, the Chapter Honorary Members shall not be eligible for election to Chapter or Guild office and they shall have no vote.

4. OFFICERS. The elected officers of the Chapter shall be Dean, Sub-Dean, Secretary and Treasurer. Nine (9) members of the Chapter shall be elected to the Executive Committee, according to the provisions of Paragraph 13 below. In addition, the Dean shall appoint a Registrar, a Newsletter Editor, Webmaster and Historian and such other officials as the Executive Committee shall deem necessary.

Election of officers shall be by secret ballot, counted and witnessed, and shall take place before the annual meeting.

Should an officer not satisfactorily perform the duties of the office, five chapter members in good standing may petition the Executive Committee to remove the officer from the office. The Executive Committee will consider the petition, and if the Executive Committee approves the petition, the Executive Committee will require the Dean to appoint an ad hoc committee whose charge it will be to conduct a special written election. A two-thirds majority of members voting will be required for removal from office. The ad hoc committee will report the results of the special election to the Executive Committee.

No incumbency of an officer shall normally exceed two years.

5. DUTIES OF THE DEAN. The Dean shall be the chief executive officer of the Chapter, and as such, shall have the following duties and responsibilities:

- a. Preside and submit reports at all meetings of the Chapter and Executive Committee when present;
- b. Appoint Directors of all standing committees, subject to the approval of the Executive Committee;
- c. Appoint a person or persons to fill vacancies that may occur, subject to the approval of the Executive Committee.
- d. Appoint Directors to form ad hoc committees; correlate the work of the officers and standing committees;
- e. Serve as an ex officio member of all committees, excluding the Nominating Committee;

- f. Sign or countersign all contracts and other documents for and in behalf of the Chapter pertaining to usual, regular, and ordinary affairs of the Chapter as may be authorized by the Executive Committee;
- g. Receive annual summaries from the Secretary and Treasurer and place them in the permanent archival file;
- h. Perform such other duties as are incidental to the execution of this office or which may be required of him/her by the Executive Committee;
- i. Remain in office for a term of one (1) year, with the possibility of nomination for re-election for an additional year.

6. DUTIES OF THE SUB-DEAN. In the absence of the Dean of the Chapter, the Sub-Dean shall exercise all the powers and perform all the duties of the Dean of the Chapter. The Sub-Dean will serve as director of the Program Committee (See Paragraph 16-I below) for the following year, and as such, be responsible for planning the program for that year.

The Sub-Dean shall remain in office for a term of one (1) year, with the possibility that he/she may serve for an additional year if nominated and elected. The Sub-Dean shall perform such other duties as are incidental to the execution of this office or that which may be required by the Executive Committee.

In case of the Dean's resignation, death, or removal from office, the Sub-Dean will succeed to the office of Dean.

7. DUTIES OF THE SECRETARY. The Secretary shall record minutes and have custody of all record books of the meetings of the Executive Committee and general meetings of the Chapter. Such minutes of the Executive Committee are to include the names of those members who are present and absent, and copies of the reports from the Treasurer and Registrar. These reports shall be submitted to the Dean annually. The Secretary shall issue notices for all meetings of the Executive Committee. He/She shall make such reports and perform such other duties as are incidental to the execution of this office or which may be required by the Executive Committee.

The Secretary shall remain in office for a term of one (1) year, with the possibility of nomination and election for a longer period.

8. DUTIES OF THE TREASURER. The Treasurer shall be custodian of all financial records of the Chapter, and as such, shall have the following duties and responsibilities:

- a. Report to AGO National Headquarters the names and contact information (mailing and e-mail address and telephone numbers) of all members who have paid dues, including information on 1) class of membership (voting member, chapter friend, subscribing member), 2) information on membership history (renewal, new member, reinstatement of lapsed member) and 3) dues category (student, regular, senior, partner, etc.) A copy of this list also is provided to the Editors of the Chapter Directory, Newsletter Editor and Registrar.

- b. Supervise and have custody of all financial records of the Chapter and keep full and accurate accounts of the receipts and disbursements of the Chapter. Those shall include:

- 1) Assets, liabilities and fund balances
- 2) Revenue and operating expenses

- 3) Program income and expenses
- 4) All other financial records and documents deemed necessary by the Executive Committee

- c Collect all dues and receive all monies;
- d. Notify the Registrar of all members of the Chapter in good standing;
- e. Cause all monies and credits, including investments and holdings, to be deposited in the name and to the credit of the Chapter in such accounts and depositories as may be designated by the Executive Committee;
- f. Send to the National Treasurer the portion of membership dues that must be sent to National Headquarters;
- g. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee, taking proper vouchers to correspond to the disbursement;
- g. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee; (Recommendation: statements of both the operating funds and other investments should be made available to the Executive Committee on a monthly basis.)
- i. Sign and/or countersign such documents requiring his/her/signature;
- j. Serve as Director of any committee involving Budget or Finance;
- k. Perform such other duties incidental to the execution of this office which may be required by the Executive Committee;
- l. Provide the Chapter's financial records for an outside bi-annual audit, to take place no later than one month following the end of the fiscal year (July 1 – June 30).

The Treasurer shall remain in office for a term of one (1) year, with the possibility of nomination and election for a longer period.

9. DUTIES OF THE REGISTRAR. The Registrar shall be custodian of the membership records of the Chapter, and as such, shall perform the following duties and responsibilities:

- a. Provide membership form upon request which shall include the national membership application, National reinstatement form, and Chapter membership renewal form;
- b. Send the following items and other such items as may be deemed necessary by the Executive Committee:

- 1) Dues statement (on a timely basis)
- 2) Chapter membership renewal form

- c. Serve as Registrar for special events as requested.
- d. Manage the membership data base and provide the data to others as deemed appropriate by the Executive Committee.
- e. Perform such other duties incidental to the execution of this office which may be required by the Executive Committee.

10. DUTIES OF THE CHAPTER HISTORIAN. The Chapter Historian shall keep a copy of all Chapter programs, any published article concerning the Chapter appearing in a newspaper or magazine, any other Chapter publication. The Chapter Historian shall keep the history of the AGO Chapter in such a place that it shall be accessible to all members (at the annual meeting and available to Chapter members upon request.) Every two years the Chapter Historian shall act in

the capacity of Archivist by making a presentation to the Executive Committee as to what items will be placed in the Chapter's collection at the Cleveland Public Library.

11. DUTIES OF THE NEWSLETTER EDITOR. The Editor of the Chapter Newsletter shall be responsible for gathering and publishing all necessary items and information for the benefit of the members of the Chapter. Such items and information shall include but not be limited to announcements of the forthcoming general meetings of the Chapter, Subscription Series events, calendar of future programs and events, list of vacancies for church and synagogue musicians, letter from the Dean, and any other item of interest to the Chapter as may be suggested by the Executive Committee. Publication times and dates are to be established by the Executive Committee.

12. DUTIES OF THE WEBMASTER. The Chapter Webmaster shall have responsibility for maintaining the Chapter Web site with the most current information possible. The Web site shall include, but not be limited to, the following: a full listing of chapter events for the current year; contact information for Chapter leaders as determined by the Executive Committee; a link to the National AGO Web site: <http://www.agohq.org>; and any other information useful to individuals interested in contacting the Chapter through the Internet. The Chapter Webmaster shall forward the Chapter's Web address to National Headquarters to enable interested parties to reach the Chapter from a link on the National AGO Web site.

13. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the elected officers of the Chapter, and nine elected members each of whom shall have a vote. All Directors of standing committees and all District, Regional, and National officers who are members of the Chapter may attend Chapter Executive Committee meetings with voice, but no vote.

14. ELECTION OF EXECUTIVE COMMITTEE MEMBERS. There shall be nine Executive Committee members, three of whom shall be elected each year for a three-year term.

15. VACANCIES ON THE EXECUTIVE COMMITTEE. Any member of the Executive Committee may resign, with such resignation submitted in writing to the Dean, effective immediately upon its acceptance by the Executive Committee. Vacancies on the Executive Committee shall be filled by appointment by the Dean, subject to the approval of the Executive Committee (see Duties of the Dean c.). A person appointed to fill such a vacancy shall meet all qualifications to hold office and shall serve for the unexpired term, and until the successor has been duly elected and officially installed.

16. STANDING COMMITTEES. These Standing Committees shall be determined by the size of the Chapter as necessary for the Chapter's efficient operation.

The Standing Committees, subject to Executive Committee approval, shall include:

- a. Budget/Finance
- b. Membership
- c. Nominating
- d. Program

The Standing Committees, subject to Executive Committee approval, may include:

- a. Archives
- b. Education
- c. Hospitality

- d. Member Care
- e. Placement
- f. Professional Development
- g. Publicity
- h. Scholarship
- i. Competition
- j. Membership Directory,

and/or such other committees as the Dean and Executive Committee may approve from time to time.

A. ARCHIVES COMMITTEE. This committee shall receive data and memorabilia and decide what to keep, where to keep it, and for how long.

B. BUDGET/FINANCE COMMITTEE. The Treasurer of the Chapter shall serve as Director of the Budget/Finance Committee. This committee shall also consist of the Dean of the Chapter, the Director of the Program Committee, and others that the Dean may deem necessary. The Budget/Finance Committee shall submit a budget for each year, and shall recommend policies for financial responsibility for future years. The budget shall be presented for approval to the Executive Committee on a timely basis. An outside audit of the Chapter's books shall be made bi-annually by the end of July.

C. AGO PROFESSIONAL CERTIFICATION COMMITTEE. This committee shall be responsible for devising ways to aid members of the Chapter in their efforts to prepare themselves for the AGO examinations. The Director shall be responsible for conducting AGO examinations if the Chapter becomes a national examination center.

D. MEMBERSHIP COMMITTEE. The Membership Committee shall assist the Registrar in obtaining new members, and shall send to new and/or prospective members the National membership application and any appropriate literature describing the Chapter and its activities.

E. MEMBER CARE COMMITTEE. This committee shall accept information regarding members needing care, and dispenses (makes) telephone calls, sends cards or flowers as appropriate.

F. NOMINATING COMMITTEE. The Nominating Committee shall consist of five (5) persons who are members of the Chapter in good standing. Not more than two (2) may be members of the Executive Committee. The Nominating Committee is appointed by vote of the Executive Committee upon the recommendation of the Dean (see Section I.5.c). The Nominating Committee shall nominate one (1) or more candidates for each office and an excess of candidates for membership at-large on the Executive Committee in place of those whose terms of office are about to expire. The Nominating Committee shall present the slate to the Executive Committee. The slate of candidates shall be recorded in the minutes, published in the Chapter Newsletter and announced to the general membership according to the schedule required in the National Bylaws. Additional nominations may be made by petition if each petition is signed by five (5) members of the Chapter in good standing and submitted to the Chapter Secretary within thirty (30) days of the announcement of the slate to the Chapter membership. The slate of candidates prepared by the Nominating Committee and the names of any candidate duly submitted by petition are not subject to discussion or approval by the Executive Committee or any member thereof, including the Dean. Recommendation: The nominating process should

commence early enough so that a slate of officers can be presented to the Executive Committee no later than January 31.

G. PLACEMENT COMMITTEE. The Placement Committee shall be responsible for maintaining a current list of positions available for church and synagogue musicians or other such positions, such list to be available to all members by means of personal contact with the Director of the Committee. The Committee shall make announcements of such positions as appropriate, including publishing them in the Chapter Newsletter with the institution name, contact person's name and number, title or position, salary and benefits, and all other pertinent information available.

H. PROFESSIONAL DEVELOPMENT COMMITTEE. The Professional Development Committee shall be responsible for developing Chapter policy and furthering the Guild's mission through providing information to members about job expectations, salary guidelines and any other assistance that enables members and their employers to reach agreement concerning compensation and duties. The Committee shall also develop and nurture relationships with institutions in the community especially regarding ethical and professional dealings with, and conduct of, the Chapter's members. The Committee shall also be responsible for carrying out the policies and procedures set forth in the AGO Code of Ethics, including the Discipline.

I. PROGRAM COMMITTEE. The Program Committee, of which the Sub-Dean is the Director, shall be responsible for all programming by the Chapter, including but not limited to Chapter meetings, special concerts, recitals, lectures, etc. This committee shall be responsible for proposing a program calendar and budget for the season to the Executive Committee, and carrying out the appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events.

Any organization wishing to co-sponsor a program with the Chapter should submit such a proposal to the Program Committee in a timely fashion, with the understanding that confirmation of the event cannot be given until it is approved by the Executive Committee.

Members of the Cleveland Chapter shall not be paid for participation in monthly chapter programs. Special expenses for programs are subject to the approval of the Executive Committee. However, under extraordinary circumstances, a Chapter member may receive an honorarium subject to the approval of the Executive Committee.

After each election of officers, it is assumed that the Program Committee will begin to function immediately in order to plan for the succeeding program year.

J. PUBLICITY COMMITTEE. The Publicity Committee shall be responsible for all non-newsletter publicity concerning general meetings, subscription series programs, recitals and any other activities of the Chapter as the executive Committee or Dean shall deem necessary. The logo of the American Guild of Organists shall be used with all publicity and is provided by National Headquarters.

K. REPORTER. The Reporter shall gather information about the Chapter and its activities and events each month and forward such information to National Headquarters for publication in THE AMERICAN ORGANIST, and such other reporting as may be deemed necessary by the Executive Committee.

L. COMPETITION COMMITTEE. The Competition Committee shall be responsible for conducting the Chapter Competition in Organ Performance. Local competitions held in odd-numbered years shall be governed by the rules of the AGO/Quimby Regional Competitions for Young Organists, such rules being published in the June issue of the previous even-numbered year in THE AMERICAN ORGANIST.

M. SCHOLARSHIP COMMITTEE. The Scholarship Committee shall be responsible for awarding scholarships to those who reside or study in the greater Cleveland area. The Scholarship Committee shall follow procedures conforming to the Chapter's rules as adopted by the Executive Committee.

N. MEMBERSHIP DIRECTORY COMMITTEE. The Membership Directory Committee shall publish the Annual Chapter Directory. Information which may be included: Official addresses of local Chapter and National Headquarters; Officers and Committee Directors; Regional Councillors and District Conveners; Membership Roster; AGO Code of Ethics and Code of Professional Standards; and any other material that the Executive Committee deems necessary.

17. ANNUAL MEETING SCHEDULE OF THE CHAPTER. The Annual meeting of the Chapter shall take place each year between April 1 and May 31. Additional general meetings may be called at such time as deemed necessary, with approval of the Executive Committee. Twenty-five members or 25% of the membership, whichever is fewer, shall constitute a quorum for the transaction of any business. Election of officers and Executive Committee shall be announced at the prescribed annual meeting. The officers whose election has been announced at this meeting shall assume office on July 1.

18. EXECUTIVE COMMITTEE MEETINGS. The Executive Committee shall be called for meetings at the discretion of the Dean. A majority of the Executive Committee shall constitute a quorum.

19. DUES OF THE CHAPTER. The National dues are determined by National Headquarters and shall be collected and reported according to the instructions issued annually from National Headquarters. Local dues shall be determined by the Executive Committee.

20. AMENDMENTS TO THESE OPERATING PROCEDURES. MANDATE: The Executive Committee shall review these OPERATING PROCEDURES every five years (2015, 2020, etc.). Following adoption by the Executive Committee and approval by the Chapter membership, the Regional Councillor, and the national Vice President, these OPERATING PROCEDURES and any provision thereof may be amended at any time by action of 75% of the entire Executive Committee. This percentage of votes cast shall be sufficient to amend any provision of or add to these OPERATING PROCEDURES. Any amendment or addition thereto shall be included in this document and added in numerical sequence in order of enactment, complete with the date of such enactment.

WHEREFORE, we, the undersigned members of the Executive Committee of the Cleveland Chapter of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Cleveland Chapter of the American Guild of Organists, the first day and date mentioned above.

Dean **Date**

Secretary **Date**

Treasurer **Date**
