

Music Committee Minutes 2 July 2019

Action Table

Item	Who	What	When
4.3	Peter	Purchase cable reels	13/8/19
4.3	Peter	Arrange microphone stand holder	13/8/19
4.4	Fr. Paul	Arrange lock replacement & keys for lockers	ASAP
4.4	Peter	Consult with Malcolm re locker position and shelves	Report 13/8/19
4.5	Fr. Paul	Arrange for organ review with Malcolm	ASAP
5.1.2	Andrew	Email group re ministry BBQ	email ASAP
5.1.2	All	Email op six points to start liturgy training to group	11/8/19
5.1.3	Fr. Paul	Arrange for Richard H. to contact Peter re website	13/8/19
5.1.4	Peter	Start common hymn repertoire list	ASAP
5.1.4	Peter	List of know masses & season suggestions	ASAP
5.2.2	Peter	Email Malcolm & Gillian re musician space	13//8/19
6.2.2	Jennifer	Check violin pickup is going through instrument box	ASAP

Minutes

1. Welcome, Opening Prayer -Fr. Paul
2. Attendance: Fr Paul, Fr Stephen, Andrew, Jennifer, Peter. Bev and Etta attended at the invitation of Peter to widen the discussion around training and other items in section 5 below.
3. Date for next meeting: 13 August.
4. Simple Outstanding Issues:
 - 4.1. New music stands and tidying of music storage area.
Purchased and completed **CLOSED.**
 - 4.2. Should we swap music room with flower room? Advantages, disadvantages and cost?
The committee could see little advantage in moving the two rooms, given the likely cost would run into thousands of dollars. It was resolved to remind all musicians to be mindful to be respectful when moving across the sanctuary. **CLOSED.**
 - 4.3. Stand for microphone stands; 2-3 extra reels for cables.
ACTION: Peter to purchase further reels to hold the cables and explore ways to hold the mic stands. **Due Date:** Next Meeting.
[Post meeting note: Malcolm Bocking has a map stand that he believes may be appropriate and he is happy to donate. Malcolm and Peter will check this out within a few weeks.]
 - 4.4. Lockers for sheet music storage
Committee looked at lockers and approved concept. 2 lockers will be keyed to hold spare light globes and other consumables for the church maintenance. The remaining 6 will be on a separate keying for the musicians. All the current music should be able to be kept more securely, and in better order (ie, all copies of psalms in 1 locker, pew versions of AOV in another, etc)

Managing the number of keys required seemed to present possible problems. Peter preferred that the leader of each music group be given a key. This would require significant numbers. Bev suggested a better idea was to have a copy in a padlocked box secured by a number lock. Spares would be held in the sacristy and the office for backup.
ACTION: Fr. Paul to arrange for replacement of locks so that six are keyed identically, and the remaining two are also identical but different from the first 6. A minimum of 4 keys should be purchased for the two types of lock. **Due Date:** As soon as possible.
ACTION: Peter to consult with Malcom regarding locating the lockers and trimming of existing shelves. **Due Date:** report progress back to committee by next meeting

4.5. Current status of organ review. Should also get a quote on moving organ (back against the wall, slightly further from current position?) see also item 5.2

Agreed to get a review, and attempt to get a better understanding of the possible life of the instrument. At this stage, the cost of moving could be tentatively addressed, but this is less urgent.

ACTION: Fr. Paul to get details from Malcolm Bocking regarding original service provider and organize for a review. It is probably best for Malcolm be authorized to arrange this so either he or Peter is available to oversee what is done: **Due Date:** As soon as possible.

[Post meeting note: Malcolm Bocking has installed a power-board that includes an overload shutoff with an audible alarm. Should the organ be overloaded (say, by a lightning strike,) this alarm will sound and will be obvious. Resetting is relatively simple but does require opening the back of the organ to do so.]

5. Previous business for immediate attention:

5.1. Vision for sacred music in the parish: a plan for the music ministry in the parish

5.1.1. Welcoming & training new ministers

5.1.2. Liturgical Principles & guidelines for musicians

The committee agreed that all new ministries should start with an induction process, and where necessary, some training in both practical issues and liturgical principles.

Where possible, this should be extended to existing groups, to share and grow the understanding of all. There are various levels of training within the many groups that make up the music ministry at St. Agatha's.

Andrew suggested that we also build better ties within our ministry and offered his house for a ministry get-together BBQ at some stage in the near future (when it is a bit warmer than mid-winter!) **ACTION: Andrew** to email the group and co-ordinate finding a time most convenient to as many as possible. **Due Date:** None set, but with the aim of having it before the end of the year. *[Post meeting suggestion from Peter: No later than a month before Advent would be useful.]*

Andrew also noted that when he started at St. Leo's he was provided with a manila folder full of "useful information." Something of this nature may be of benefit all groups, but particularly newer groups.

Fr. Paul considered it useful to start with something not too daunting to people who were coming from a position with little training in liturgy. He suggested perhaps six key points.

ACTION: Committee members each draw up their top six points and circulate to the rest. **Bev and Etta** were also invited to contribute should they wish. **Due Date:** Circulate prior to next meeting.

Note: Etta volunteered to liaise with the Indonesian priest with regards to any practical issues regarding music/liturgy etc as discussed.

5.1.3. Resourcing, renewal & training for Musicians, esp. new groups

Peter thinks it important that all ministries, particularly the music ministry, have space available on the parish website for common material. This can include useful material such as the Broken Bay document Music Within The Mass, guides to using the PA, the music roster, musicians contact list, etc. Peter has already produced hymn guides for each Sunday of the year that are in the music room. These can be updated to include newer hymns and made more accessible to all musicians to expedite planning.

ACTION: Fr. Paul to organize Richard Howing to make contact with Peter to discuss: **Due Date:** Preferably by next meeting.

5.1.4. Repertoire

ACTION: Peter, as a starting point will put together and circulate a list of hymns he believes are well known and should be part of our common repertoire. This can be circulated to all musicians' groups for discussion. There will be many hymns that some groups know well that others may not know. There may be some hymns that the group believes that are powerful enough to be used by all groups and we should come together and learn. The hymns will largely be drawn from GAUS, AOV and the Source.

Action: Peter to also circulate a tentative list of known masses, with a plan to implement so that the seasonality of the liturgy is recognized and not disrupted

Due Date: None set, but as soon as practical.

5.1.5. Minimisation of distractions by musicians

Peter submitted a large number of points with considerable explanation. Andrew noted that the modeling indicated by turning slightly to face the priest during the Eucharist prayer sent a good message to the congregation. **FOR FURTHER DEVELOPMENT.**

5.2. Our music space – what can be done and how do we advance it

5.2.1. Move organ against the wall, slightly back; Piano in line; space for control panel (eg like North Rocks or similar)

5.2.2. Need space to work best for choir – Can Gillian and Malcolm consult?

At this stage, development is up in the air awaiting pew removal. There is no immediate urgency. We need to arrange consultation between Gillian and Malcolm around the tentative plans. Any plan that allows sufficient space for the choir will be adequate for any other group.

The only issue raised so far is that one suggestion (making level area about 10-15 cm high - 1 ½ bricks - running back behind the current organ position) would create potential safety issues for the choir and other musicians.

ACTION: Peter to email Malcolm, Gillian and attempt to work with them to look at possibilities:

Due Date: Before next meeting.

6. Previous business for discussion at a later meeting:

6.1. Music resources and books – How do we choose, and who pays?

General agreement that musicians already spend money providing resources. Sometimes we try things that don't work. This ties in 5.1.4 and 5.1.5. Peter suggested that if one group pays for a resource that works generally into the common repertoire, then the church should buy adequate copies for the groups that may use it and recompense the original group if requested.

Fr. Paul reiterated that the parish supports paying for new music as required as a general principal.

6.2. Equipment

6.2.1. Piano sustain is a problem

Bev advised that she has not had problems since the previous report. If the problem recurs, it may require future investigation. **CLOSED.**

6.2.2. Instrument inputs?

Peter indicated that he has been unable to get a response from the 2 blue box instrument inputs to the mixer and uses an adapter to plug his guitar into the system.

ACTIONS: Jennifer to do a sound check at the first available mass where she has a violinist to see if the same problems appear Both boxes to be checked. **Due Date:** As soon as possible. If it appears non-functional, Paul to arrange for a service. We should check the mixer settings prior to this.

6.2.3. Does mixer need to be locked? Do we give keys to those who know how to use it?

Keys are kept in the sacristy. Suggested that some training be given to those who are unsure about use. *[Post meeting comment, which applies to the music room: Return everything to the way it was to start.]*