

Starting & Running a Local LPM Program

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Key:

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[Handout](#)

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Budget

[Handout: LPM Budget](#) (1/general budget; 2/sample Atlanta LPM budget)

Note that the Atlanta budget is figured (income/expenses) with 6, 9 or 12 students. This gives you flexibility depending upon how many participants you have. Six participants are often considered a minimum number, but programs have sometimes been run with fewer numbers.

Additional information about budget line items:

The explanations below refer to the general budget handout and give additional detail about the items in the budget. You may need to add additional budget items depending upon you local situation.

Income: Tuition

It is strongly suggested that tuition be shared by the participant and their church. The church will benefit significantly from the participant's LPM experience. If a scholarship is needed, it is suggested that the tuition be shared in thirds: participant, church, scholarship.

Income: Contributions

Contributions from local individuals, churches or other organizations can help support your local program. In-kind contributions can be acknowledged in LPM brochures, websites, newsletters, and other publicity. Some LPM leaders have led synod or diocesan worship and in return gotten a portion of the offering to support LPM. Others have had a special offering at their church ("noisy offering") after a presentation on LPM and its mission for the church in the world.

Income: Grants

Local groups such as women's church organizations often offer grants to worthy causes, especially those that benefit their local churches.

Regional groups (Diocese, Synod, and Charitable) often offer grants to organizations with objectives that match their goals. Be curious! Check around.

National groups (such as [Calvin Grants](#)) have funded local LPM programs in the past. See their website for complete details. Start early. Grants such as these have a long application, award and follow-up process. Denominations may have grants to offer.

Expenses: LPM License Fee

The national LPM board requests a 20% of tuition receipts fee be returned to support future curriculum updates, new materials and LPM's future.

Expenses: Faculty stipend

This is usually the largest expenditure in your budget. Since instructors are giving back to the profession, they may be willing to take a smaller fee. Some programs base their faculty stipends on the number of participants. A general "rule of thumb" suggests paying faculty \$500/year. You may make adjustments based upon your enrollment and situation.

Expenses: Coordinator stipend

The coordinator is responsible for running the program and makes the largest contribution of time, talent and energies to its success. Many, but not all, local programs pay their coordinator a small stipend. Again, a general "rule of thumb" suggests paying the coordinator \$500/year. If the coordinator is also faculty, this figure may be adjusted.

Expenses: Marketing, Promotions

These items help get the word out about your program. Remember that no amount of printed material

Curriculum

Considerations for Flexibility in Using the LPM Curriculum

This document suggests flexibility offering the courses: in the ordering of session within the course; in the number of sessions per course, etc. For example in the Resources course, there is more material that can reasonably be taught in 10 sessions. Using the Pre-course survey to determine the needs of the participants first helps the instructor to know where the most help is needed.

Possible daily schedules for LPM sessions are offered as well.

Available on [LPM website](#)

Course Overviews

Brief overviews of each course to assist coordinators in recruiting faculty and answering questions of participants.

Available on [LPM website](#)

Curriculum Access

Curriculum access is open to trained LPM coordinators. Training must be recertified every 5 years. Access to the curriculum via the [Leader Resources](#) website. Coordinators are responsible for seeing their faculty get a copy of the course they are teaching.

Teaching Strategies

As a part of coordinator training, you were introduced to teaching strategies that now figure prominently in the curriculum. Suggestions for teaching more effectively, methods to foster greater involvement and build pastoral skills give the “[New LPM](#)” a punch that makes even more effective than in the past. Many of these teaching strategies and suggestions on how to implement them into your teaching will be available soon the [LPM website](#).

Denominational Contacts

One of the challenges of starting a new LPM program is making contact with church musicians and leaders who can help you in other denominations. This is a critical step in getting your program going. Some coordinators find their local American Guild of Organists (AGO) directory to be of assistance; other local music organization directories may also help.

Presbyterian Association of Musicians (PAM)

1. Ask your local Presbyterian church musician friends for contacts with other Presbyterians in the area. They will likely know who's active as well as the local presbytery.
2. Presbyterian Association of Musicians (PAM). Contact the PAM office (<http://www.presbysmusic.org/>; 100 Witherspoon St., Louisville, KY 40202-1396; 502-569-5288). Ken Courtney (LPM National Board) recommends speaking with Creston Parker in the PAM office (creston.parker@pcusa.org).
3. Contact the LPM National Board liaison to PAM, Janet Loman (505-523-6751; jloman@nmsu.edu)

ELCA Lutherans

1. Ask your local Lutheran church musician friends for contacts with other Lutherans in the area. They may be the best source of which Lutherans are prospects for LPM classes, and tell you how to contact the local synod office. Having the support of the synod's bishop is very important.
2. Association of Lutheran Church Musicians (ALCM). Contact the ALCM office (<http://www.alcm.org/index.asp>; 510 Freeman Street, Box 8, Valparaiso, IN 46383; Toll Free Phone & Fax: 800.624.2526)
3. If you go to the ELCA website, you'll find a listing of regions and synods (<http://www.elca.org/Who-We-Are/Our-Three-Expressions/Churchwide-Organization/Synodical-Relations.aspx>)
4. Contact the LPM National Board liaison to the ELCA, Scott Weidler (773-380-2554; scott.weidler@elca.org)

Episcopalians (ECUSA)

1. Ask your local Lutheran church musician friends for contacts with other Episcopalians in the area. They may be the best source of information on prospective participants, and the diocesan office and the Bishop.
2. Association of Anglican Musicians (AAM). Contact the AAM office (<http://www.anglicanmusicians.org/>; P. O. Box 7530, Little Rock, Arkansas 72217; Charlie Rigsby, cr273@aol.com)
3. On the ECUSA website, you'll find a listing of congregations and dioceses (<http://www.episcopalchurch.org/directory.htm>).
4. Contact the LPM National Board liaison to the Episcopal Church, Clay Morris (212-716-6168; cmorris@episcopalchurch.org)

United Church of Christ Musicians Association (UCCMA)

1. Ask your local UCC/Congregational church musician friends for contacts with others of their denomination.
2. United Church of Christ Musicians Association (UCCMA). Contact the UCCMA office (<http://www.uccma.org/>; P.O. Box 112143, Stamford, CT 06911-2143; Margaret Tucker, membership secretary, magi@bobandmaggi.com).
3. Contact the LPM National Board liaison to the UCCMA, Quincy Dobbs (810-767-4911; quincydobbs@hotmail.com)

Facebook.com

Want to talk with other persons sharing your passion for church music? Join LPM on Facebook and discuss LPM related topics. It's free, easy to use, and helps keep you connected. Click [here](#) to find out more. Once your page is created, type "Leadership Program for Musicians" into the "search for groups" field, join the group and be part of the conversation. When setting up your account, you can hit "skip" right away to get started (you can search for friends, create a profile, etc...later). It's a great place for chat on all kinds of topics of interest to LPM coordinators. Have a question? Let the group come to your aid. With experience from all over the country, you'll have a wealth of potential information to assist you.

Facilities

Church, seminary, college/university

Remember that the location should reflect the experience and comfort level of the participants. A cathedral can be a wonderful facility for a program, but can also be intimidating to anyone coming from a smaller church environment. If your participants come from smaller churches, it's helpful to have a setting that is similar to their own church. Many programs rotate between locations to give participants a wider range of experience in varying settings. Some programs actually go to the churches of participants which can provide a real incentive to some people. Since LPM is ecumenical, it's also helpful to have locations that represent several denominations.

Teaching space: sanctuary, classroom, parish hall, offices

Teaching needs will vary depending upon the classes be offered in a given year. For Leadership of Congregational Song class, an organ and piano are needed; (guitar

track) electronic keyboard or piano helpful. Other classes may require a piano for some sessions (Teaching New Music, Choral Leadership, Hymnody, Resources).

Kitchen/dining room

Meals are served for full-day LPM meetings

Overnight accommodations

For persons coming in for classes from a distance, or for combination Friday-Saturday sessions, suggestions for lodging are necessary. This could be local low-cost motels, dormitories, homes of church family or other local LPM leaders/participants. An information sheet with such details is helpful. [Handout: El Campo Info Sheet](#)

Graduates

Keep graduates involved in your local program, if possible, after they graduate. They can be your strongest advocates and helpers with new participants. Encourage them to pursue coordinator training to take their LPM experience to the next level.

Hospitality

Meals

Lunch is included in the tuition. For an all-day Saturday session (approximately 8:30-3:30), lunch is served. If there is a Friday-Saturday combination sessions, then a Friday night meal is served. These meals can be handled in many different ways: each LPMer takes a turn bringing part of the meal; the host church provides the meal; an LPM leader acts as chef; choirs, family or friends of participants provide meals. Be creative! Meals should be on the light side. Remember that your participants will need to be alert after eating.

“Break” food/snacks

This is optional depending upon your group. Snacks could be minimal: fruit, muffins, granola bars, apples, cookies

Beverages

Providing coffee, tea and/or water is helpful.

Leaders

Board for Local LPM Program

The makeup of your board will vary depending upon your local needs and the availability of local leaders. Skills should be varied and complement each other. It is advisable to have representatives from all partner denominations.

Coordinator

Administers the program

Treasurer

Collects monies, distributes payments

Site coordinator

Coordinates location of program, especially important if the program uses more than one site.

Librarian

Develops and maintains LPM resource library (books and other instructional materials used in classes)

Caterer/Food Person

To coordinate or provide meals. Host church or area churches will often provide meals.

Publicity/Marketing/Advertising/Brochures

Markets the program to the community

Development

Fund raiser, grant writer, contributor (“angel”)

Handout: Business Plan for Local LPM Program

A tool for evaluating who you need on your local LPM board

Handout: Organizing a Local LPM Program – Idea Sheet

An idea sheet to help a local board start a program

Other Local Leaders

Faculty

It is important that faculty members be attuned to the ways and needs of the participants, especially musicians serving smaller congregations. Experience and compassion toward those less gifted rather than extensive training is more important in choosing instructors.

Classes can be team taught when instructors cannot be at every meeting. Since LPM is ecumenical, it’s also helpful to have faculty that represent several denominations. In the program brochure, list the faculty and their denominational affiliation. You are strongly encouraged NOT to use professional titles (Dr., AAGO, FAGO, etc.) in publicizing your faculty as this tends to be intimidating to church musicians with less experience.

Faculty is compensated for their teaching and preparation. See Financials later in this document.

Marketing, Promotions

Brochures, newspaper articles, newsletters, flyers, mailings, websites, e-letters, signage are all important components of getting the word out about your program. Remember

that nothing replaces the “personal” touch: phone calls, presentations (clergy conferences, other musicians’ organizations such as AGO, AAM, ALCM, PAM, UCCMA, Chorister’s Guild). What usually sells LPM to a reluctant participant is a call from someone who will patiently answer their questions and encourage them. Offering the first session of the fall as an “Open House” where they can come and observe all or part of the day’s classes, worship, lunch and interaction is the best possible advertisement. Once hooked, they usually stay with you!

Brochure

A brochure contains all the information that your prospects need to know about your program: dates, times, locations, course descriptions, fees, payment plans, refund policy, scholarships, registration form, coordinator contact, faculty as well as information about national LPM programs. It’s easy to mail or give out at services, meetings or other places prospective participants gather. Here’s a link to a sample of the [Atlanta brochure](#). If you have questions about the Atlanta brochure, help putting together your brochure or would like a copy of it to use as the basis for your own brochure, contact John Marsh, 713-206-8896, marek2go@gmail.com.

“Teaser” Workshop

To pique interest in LPM, offering a one-day workshop with various class offerings can be a great way to encourage participation in the entire program. This approach worked well in Texas where a one-day workshop in El Campo led to housing the program at the same church for the next two years. The national LPM board now offers “[On the Road](#)” workshops which work perfectly for promoting

Mailings

This is the traditional way to reach people, but these days it’s expensive without the results it once got. Targeting a small group of strong prospects with a mailing or brochure can be effective, If a large church, synod or diocesan office can do the mailing for you as an in-kind donation, it would be more cost effective. Otherwise, your monies might best be spent elsewhere.

Exhibits

Exhibits/displays at diocesan council, synod assemblies, clergy gatherings, convocational meetings, etc. can be very helpful, especially when the booth is manned by enthusiastic LPMers who can answer questions. A PowerPoint presentation (developed by the national LPM board) is available to anyone who needs to promote LPM. It comes in two versions: 1/with sound; 2/no sound, but with a script that can be narrated. Contact Anna Leppert-Largent, Consultant-Coordinator (989-791-3025, lpm-online@sbcglobal.net), for a copy of the PowerPoint presentation.

Website

Websites are proving to be more and more a very valuable marketing tool. If you cannot develop a website on your own (it can be a challenge), all local LPM programs are welcome to have their information posted on the national [LPM website](#). Information about your program will be listed on the homepage under “Upcoming Events” You can

have as little or as much information on the page as you wish. You can also check with your synod, presbytery or diocesan website. Many of them will post your LPM information on their sites since it benefits their readers.

Open House

Many local programs offer an Open House at the first session of the fall. Interested parties are encouraged to come for all or part of the day free of charge. They can sit in on classes, participate in worship, enjoy lunch, ask questions and get a sense of what LPM is all about. In your publicity, ask prospects to RSVP so you can plan adequately. Encourage LPM graduates to come back for the Open House. Their word of mouth is the best advertisement you can get!

Scholarships

Marti Rideout Scholarship

This scholarship was established to honor Marti Rideout's unique contributions to LPM over the years. It is available to anyone participating in a local LPM program. The national LPM board awards the scholarship and sets a June 1 deadline every year. Complete details and application forms are available on the LPM website, [LPM Rideout Scholarship](#).

Coordinator Training Scholarships

The national LPM board awards scholarships for persons taking coordinator training. The national LPM board awards the scholarship and sets a June 1 deadline every year. Complete details and application forms are available on the LPM website, [Coordinator Training Scholarship](#).

Local diocese or synod scholarships

Some scholarships are available through your local diocese or synod.

Local LPM Budget Scholarships

Many local LPM programs have disbursed scholarships from their budget from grant monies, contributors, or "angels."

Student Information

Anything you can do to encourage community, build friendships and foster communication between sessions greatly benefits the program and participants. They will get more out of it when strong friendships develop. When the participants know how to contact each other, they can ask questions of each other between sessions. However, it's important to let them know that you, as coordinator, are available to them at any time.

Information Sheet

An information sheet with details about the program for the year is helpful to distribute at the first meeting of the fall. It can contain any information you feel the students will

need. A sample of such an info sheet is given. [Handout: LPM El Campo: 2006-2007 schedule](#)

Supplies

Resource Library

Many faculty members provide a lot of their own texts to show students. Church libraries often have some of the required or supplemental texts for loan. Many local programs have established their own lending libraries of LPM texts to share with participants. Still other programs have used the diocesan or synod lending library. This helps keep costs low to participants.

Copies

Participants can download lots of supplemental materials from the LPM or other websites to help them in their studies. There are some copies that need to be made for each session (assignments, appendices, materials, etc.). Churches often make an in-kind donation by letting leaders make copies on their equipment.

Support

Remember that you don't have to start, run or maintain an LPM program on your own. By nature, it's meant to be communal. So, first of all, have a local board to support you and share the work of running a program. Secondly, the national LPM wants to help you! Any of us can be reached via the [LPM website](#). Let's work together to make your local program the best it can be. Use [Facebook.com](#) (and the LPM group on Facebook) to ask questions of other coordinators around the country who can offer feedback from their experiences. LPM works best when we all work together.

Tuition/Payment Plans/Refunds

Tuition

Students are strongly encouraged to take all three courses (plus Philosophy) in the same year. Audited courses can be taken in any order as scheduling permits. The registration form should tell the coordinator if the participant plans to receive credit toward the LPM Certificate in Church Music.

\$500-600/year (for all three courses plus Philosophy) is the standard fee schedule in most areas. It may vary regionally. You should set your tuition according to your budget and community standards. \$200/course/year is the standard charge for audited or individual classes (students can take LPM classes in whole or part). The price break for taking the 3 classes encourages students to participate in the entire program which is ultimately of greater benefit to them than taking only one class.

Many programs offer a reduced price for two persons (musician and pastor – organist and choir director) attending from the same church. This encourages greater

participation in your program and greatly benefits their church. In 2008-2009, the Atlanta program is offering a 2-person combination fee of \$895/year – a significant price break to encourage more folks to attend.

Payment plans can be worked out with the coordinator. If the participant can pay in full at the beginning of the year, so much the better for all concerned. If not, encourage them to pay half in the fall and the other half after the first of the year. It's important to get them going in LPM and know you'll work with them to get their tuition paid. Be flexible, but keep accurate records.

Encourage the musician and home church to split the cost of LPM tuition – 50% from the parish budget, and 50% from the participant. The church will benefit significantly from the musician's involvement in LPM. They should invest in their musician!

A refund policy should be clearly stated in the brochure to save misunderstanding later. For most programs, refunds of the unused portion of the tuition are available through the third class session of each course (less courses already taken, and any application processing fee). After completion of the third class, fees are usually non-refundable.