

Starting & Running a Local LPM Program: An Overview

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This customary was developed to supplement LPM coordinator/recertification training. The “nuts and bolts” details of getting a local program running, or restarting a program were the difficult part for most coordinators. So this customary addresses those concerns. This overview shows you the kind of information in the complete file. It is helpful for new coordinators to see the kind of information and assistance that is available to them. The national LPM board wants to assist local coordinators in starting programs. If you have additional questions, or want to speak with someone directly, contact Anna Leppert-Largent, Consultant-Coordinator, or any board member. Let us help you get LPM started in your area!

Amazon.com

This explains the link on the [LPM website](#) and how you can support the on-going ministry of LPM by going to Amazon through the LPM website.

Budget

In this section, two handouts are given: 1/a general budget outline to help you with your local LPM budget; 2/an example of another local program’s budget based on differing number of enrolled participants. Each line item in the budgets are explained in detail.

Curriculum

Most coordinators are already familiar with the curriculum and how to access it online through the [Leader Resources website](#). In this section, information is given to suggest ways to better use the curriculum in your classes: how to reorder sessions within the course to fit the needs of your participants; a pre-course survey to help determine participant needs; possible daily schedules for LPM classes; curriculum overviews; how to use the Leader Resources website to download materials efficiently; teaching strategies (assistance for LPM faculty to more efficiently present the curriculum to participants).

Facebook.com

Did you know about the online community, Facebook? Did you know LPM now has a group on [Facebook](#)? Our group helps coordinators and anyone with a passion for music and worship discuss topics of interest.

Facilities

Finding adequate facilities for your local LPM program can be a challenge. This section focuses on the advantages and disadvantages of various kinds of locations; what kind of teaching/worship space and instrument/equipment needs to consider in various settings; a reminder to include meals in your planning; how to include overnight accommodations for out of town participants.

Graduates

Once your program has graduates, keep them involved in your local program. 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

This section discusses meals, snacks, beverages, and how to make it all work with minimal expense. Programs across the country have often found unique and creative means of dealing with this challenge and those ideas are shared.

Leaders

In this section, ideas are suggested for a local board to administer your program, who should be on the board and what skills are needed to make a board successful. Handouts include a business modal for local LPM programs, and an idea sheet for organization. Faculty are also critical leaders. Suggestions for finding, keeping, paying faculty as well as incorporating ecumenical faculty are given.

Marketing, Promotions

Marketing is often where LPM coordinators struggle. Musicians are not often called upon to do this kind of promotion. Ideas and considerations are shared, including brochures, newspaper articles, flyers, mailings, websites, e-letters, mailings, websites, signage as well as the “personal” touch: phone calls, presentations to clergy conferences, other musicians’ organizations, “teaser” workshops and open houses.

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.

Scholarships

Scholarship assistance can be crucial to enable participants to come. Various scholarships are discussed: Marti Rideout, coordinator training scholarships, local synod/diocese/presbytery, grant, etc.

Student Information

Anything you can do to encourage community, build friendships and foster communication between sessions greatly benefits the program and participants. Info sheets with program details help students feel welcomed, included and well-prepared for their LPM experience. Handouts will be shared.

Supplies

Resource Library and supplemental materials from LPM, websites, etc.

Support

Support for the coordinator and board is critical – both locally and nationally. Remember to use the national LPM board, website, Facebook and other opportunities.

Tuition/Payment Plans/Refunds

Discussion of tuition, alternative payment plans, refunds, the responsibilities of the treasurer and all matters financial are considered in this section.