New Member Handbook

Guitar and Ensemble Institute every July

Annual Convention every July

Youth-focused Institute every Summer

DMMD
Director of Music Ministries Division
Winter Colloquium held every January

962 Wayne Avenue, Suite 210, Silver Spring, Maryland 20910-4461 · NPMSing@npm.org
Dear New Member,

Welcome to the National Association of Pastoral Musicians!

You have joined the world’s most active association of people working to promote and lead musical worship. You are now part of a vital and growing organization of people committed to building up the community of the church and to transforming the world through sung worship.

Our mission is to “Foster the Art of Musical Liturgy.” Changing hearts through song, NPM promotes the full, conscious, and active participation of our assemblies, internally and externally, but especially through robust and prayerful song. Our association also provides training and formation for musicians and clergy in their important ministry of serving and leading communities in sung prayer.

This handbook is designed to give you information about your association so that you can take full advantage of your membership. Please feel free to contact us at the national office if you have questions about your NPM membership or about the activities of the association.

Welcome!

Steve Petrunak
NPM President
Welcome to NPM!

The National Association of Pastoral Musicians (NPM) is an organization for anyone who recognizes and supports the value of musical liturgy. We are choir directors, organists, guitarists, pianists, instrumentalists of all kinds, priests, cantors, and pastoral liturgists. We are members of contemporary ensembles, handbell choirs, and choral groups. Some of our members are young people in high school and college, while some are veteran directors of music ministries. We represent parishes large and small as well as seminaries, schools, religious communities, cathedral churches, and diocesan offices. Many of our members belong to interest sections for various musical ministries, for clergy, for chant or pastoral liturgy, and for musicians serving African American, Hispanic, and Asian communities. Some of our members are not actively involved in a particular musical or liturgical ministry, but want to support the important work of pastoral musicians.

Mission

The National Association of Pastoral Musicians (NPM) fosters the art of musical liturgy. The members of NPM serve the Catholic Church in the United States as musicians, clergy, liturgists, and other leaders of prayer.

Board of Directors

The Board of Directors is NPM’s governing and policy-making body. Its five members, together with the NPM President, set the direction for the work of the Association. The members of the Board are elected by the NPM Council.

Mr. Jeremy Helmes, Chair
First term, ends 2019
Pastoral Musician / Liturgical Theologian
Archdiocese of Cincinnati, Ohio

Sr. Kathleen Harmon, snd de n, Ph.D.
Vice Chair, First term, ends 2019
Pastoral Musician/Liturgical Theologian
Sisters of Notre Dame Provincial Offices
Cincinnati, Ohio

Ms. Meg Matuska
First term, ends 2019
Director of Music Ministries
Communion of Saints Parish
Diocese of Cleveland, Ohio

Ms. Mary Prete
First term, ends 2021
Pastoral Musician
St Mary’s Church Riverside, Illinois

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**Board of Directors (cont’d)**

Mr. Dan Wyatt  
First term, ends 2021  
Pastoral Musician/Liturgist  
Chatham, New York

**Non-voting Board Members**

Rev. Msgr. Richard B. Hilgartner  
Director of Ecclesial Mission and Identity  
Pastor at St. Joseph Parish  
Cockeysville, Maryland

Mr. Steve Petrunak  
NPM President

**NPM Council**

The NPM Council has two purposes: 1) to elect members to the Board of Directors, and 2) to advise and guide the Board on the direction of the Association. The Council is composed of one representative from each division and standing committee. It also includes a number of representatives elected by the members of NPM by mail ballot. Some of the elected members serve as chairs of committees of operation.

With some exceptions, members of the NPM Council serve four-year terms, renewable once. Noted by each name is the term that person is currently serving (1st or 2nd), and the year in which their current term ends (2020 or 2022). Terms begin on January 1 following an election, and end on December 31 of the fourth year.

**At-Large Representatives**

Ms. Anna Betancourt  
Mr. Chris de Silva  
Ms. Maggie Howard  
Ms. ValLimar Jansen  
Ms. Jessica Koch  
Mr. Cliff Petty  
Dr. John Romeri  
Mr. Christopher Wilcox

(1/2020)  
(1/2020)  
(1/2020)  
(1/2020)  
(1/2020)  
(1/2020)  
(1/2020)  
(1/2022)

**National Committees**

Dr. Kathleen DeJardin, *Certification*  
Mr. Preston Dibble, *Publications*  
Ms. Karen Kane, *Education*  
Mr. Robert McCaffery-Lent & Ms. Mary Beaudoin, *Chapters*  
Ms. Jennifer Odegard, *Music Industry*  
Mr. Stephen Schad, *Finance & Development*

(2/2020)  
(1/2020)  
(1/2022)  
(2/2022)  
(2/2022)  
(2/2022)
Interest Sections

Ms. Amanda Bruce, *Technology* (2/2022)
Ms. Kristin Dabaghian, *Organists* (1/2020)
Mr. Lowell A. Davis, *Chant* (2/2020)
Mr. Nicholas Dragone, *Pianists* (2/2020)
Mr. Christopher Ferraro, *Pastoral Liturgy* (1/2020)
Dr. Richard P. Gibala, *Diocesan Directors of Music* (1/2020)
Ms. Lena Gokelman, *Hispanic Musicians* (1/2022)
Mr. Matthew Judy, *Ensemble Musicians* (2/2020)
Mr. Tom Kendzia, *Composers* (2/2020)
Rev. Glenn LeCompte, *Clergy* (1/2022)
Ms. Valerie Lee-Jeter, *African American Musicians* (2/2020)
Ms. Tammy Schnittgrund, *Cantors* (1/2020)
Mr. Roy Spicer, *Choir Directors* (1/2022)
Ms. Angela Stramaglia, *Campus Ministers* (2/2020)
Dr. Jeannie Downey-Vanover, *Youth* (1/2020)
(Vacant Position), *Music Education* (1/2020)

Ex-Officio Representatives

Most Rev. Mark J. Seitz, *Episcopal Moderator*
Mr. Jeremy Helmes, *Board of Directors Chair*
Mr. Christopher Reilly, *DMMD President*
Ms. Berta Sabrio, *NPM Staff Representative*

*The Association President and the NPM Board members also serve on the NPM Council without a vote.*

**NPM NATIONAL OFFICE**

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President/CEO
SteveP@NPM.org

Ms. Berta Sabrio
Vice President of Programming and Planning
Berta@NPM.org

Ms. Kathleen Haley
Director of Membership Services
Haley@NPM.org

Dr. Jill Nennmann
Director of Publications and Development
Jill@NPM.org

Additional Staff

Mrs. Deirdre Whitty, *Bookkeeper*
Ms. Kathy Felong, *Editor, Pastoral Music*
Mr. Matt Reichert, *Website Programming*
Ms. Amanda Bruce, *Social Media*

Mrs. Lisette Christensen, *Website Manager*
Ms. Mary Lynn Pleczkowski, *Editor, Liturgical Singer*
Mr. Zack Stachowski, *Website Programming*
NPM Chapters

NPM has local chapters in more than seventy dioceses, providing a forum where musicians, clergy, and liturgists can gather on a regular basis for continuing education and mutual support. Chapters are organized along diocesan lines and are formed only with the explicit permission of the local bishop or his delegate. Chapter members select their own officers and plan the local chapter programs.

We encourage you to become a member of your local chapter and to get involved in its work. If your diocese does not have a chapter and you are interested in helping to start one, please call or email the NPM office. The work of local chapters is supported by the National Committee for Chapters, a fifteen-member group drawn from the leadership of various chapters throughout the country.

More information about Chapters, including the most up-to-date Chapter Directory, links to each Chapter, information about the National Committee for Chapters, and other Chapter resources may be found at http://npm.org/chapters/

Interest Sections

NPM’s Interest Sections serve members’ interests within the broad spectrum of pastoral music and liturgical ministries. Sections are organized for:

- African American Musicians
- Asian Pacific Musicians
- Campus Ministry
- Cantor
- Chant
- Choir Directors
- Clergy
- Composers
- Diocesan Directors
- Ensembles
- Hispanic Musicians
- Music Education
- Organists
- Pastoral Liturgy
- Pianists
- Religious Communities
- Technology
- Youth Ministry

The leader of each Interest Section serves on the NPM Council (see page 5) and provides valuable input into the direction of NPM’s educational programming. E-mail contacts for each Interest Section leader may be found on the NPM website at http://npm.org/sections/

Director of Music Ministries Division

The Director of Music Ministries Division (DMMD) includes professional pastoral musicians who hold or share the primary responsibility for music in a variety of settings—parish, diocesan, and other church institutions. For nearly thirty years DMMD has provided a network of support for professional directors and addressed their particular needs in the areas of education and professional concerns.

On the DMMD section of the NPM website, http://npm.org/dmmd/, you will find valuable information about many programs and offerings. The Certification and Standards page, http://npm.org/certification-process-for-directors-of-music-ministries/, is of particular interest. NPM is a member of the Alliance for Certification of Lay Ecclesial Ministers. With recognition from the USCCB, becoming a Certified Director of Music Ministries is an endeavor worthy of consideration.

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Director of Music Ministries Division (cont’d)

A significant amount of the information on the DMMD site is open to the public, so that our work can be of use to all members of NPM, as well as to members of DMMD, and indeed anyone who visits this site. There remains a private section of our web site, accessible only to members of DMMD, with information for the use of the members of the Division. The Director of Music Ministries Division strives to be of service both to our members and to the Association as a whole.

If you are the person who holds or shares the primary responsibility for musical decisions in your parish, join DMMD and begin to take advantage of the unique opportunities available to members of this Division including the yearly Winter Colloquium, and the DMMD Institute that is held at each annual convention.

E-mail contacts for each DMMD Board Member may be found at http://npm.org/dmmd-board-of-directors-and-committees/

DMMD Executive Committee

Christopher Reilly, President
2019 – Class I (1)
Dir. of Music, Ritual & Worship
Maryknoll Fathers and Brothers
Maryknoll, New York

Roy Spicer, Vice President
2019 – Class I (1)
Dir. of Sacred Music & Liturgy
Old Mission Santa Barbara
Santa Barbara, California

Phillip Konczyk, Secretary
2021 – Class II (1)
Dir. of Music & Liturgy
St. Francis de Sales Parish
Holland, Michigan

DMMD Board Members

Aaron Kohl
2021 – Class II (1)
Director of Liturgy
Sts. Peter & Paul Catholic Church
Winter Park, Florida

Janet Natale
2019 – Class I (1)
Catechetical Leader/Cantor
St. Teresa of Calcutta Parish
Montclair, New Jersey

David Mathers
2019 – Class I (2)
Director of Music Ministries
Saint Bernadette Catholic Church
Springfield, Virginia

Kathleen Muller
2021 – Class II (1)
Director of Music & Liturgy
St. Pius X Catholic Church
Indianapolis, Indiana

Roy Roberts
2019 – Class I (1)
Director of Liturgy & Music
St. Anthony Catholic Church
Lakeland, Florida

Additional DMMD Information

Visit the NPM website for more detailed information on DMMD:

- Events: http://npm.org/dmmd-events/
- DMMD Winter Colloquium: http://npm.org/colloquium/
- Joining: http://npm.org/join-dmmd/
CONTINUING EDUCATION OPPORTUNITIES

ANNUAL CONVENTIONS

Every year, members, friends, and supporters of NPM gather together for the Annual Convention. These conventions gather music ministers, liturgists, clergy, cantors, and choir directors together for exciting, challenging, and renewing days—the largest Catholic liturgical ministry gathering in the United States. Exhibitors from music publishers, liturgical supply providers, instrument manufacturers, and representatives from other industry members present their best offerings of music and other resources to help our members find the support they need for their music and liturgy needs.

NPM’s conventions include robust singing, festive liturgical celebrations, outstanding musical performances, thought-provoking ideas, and enriching exchanges among members. Plenum sessions, convention institutes, workshops, and other events offer members new ways of carrying out their ministry, musical enrichment, suggestions for improvement, motivation for change, and a healthy burst of energy to continue the work of fostering the art of musical liturgy.

NPM members receive a discount on registration for the Annual Conventions. Discounts are also available to youth members, to NPM chapter groups, and to clergy and musicians coming from the same member parish.

NPM INSTITUTES

In keeping with its mission of fostering the art of musical liturgy, NPM offers special focus institutes. These programs provide the opportunity to develop and improve musical skills, learn new repertoire, gain deeper understandings of Scripture and liturgy, and share experiences and insights with individuals who have similar pastoral interests and concerns.

NPM institutes are scheduled at locations throughout the country and offer training at all levels of expertise, from basic to advanced. Each program is staffed by top-notch clinicians in music, liturgy, and Scripture.

Five-Day Institutes

Guitar and Ensemble Institute: brings together over one hundred ensemble musicians from across the United States for a one-week long intensive learning and prayer experience

One Call, Una Vocación: brings together age 14-19 youth for a six-day pastoral music ministry learning experience in Collegeville, Minnesota

Convention Institutes (2019)

Pastoral Liturgy: continuing the informative and practical Essentials of Catholic Liturgy program in collaboration with Liturgy Training Publications

Emerging Leaders: an intensive program to train young music directors in various elements of music ministry

DMMD Winter Colloquium

Annual mid-year educational conference for members of the Director of Music Ministry Division

Over the years, NPM institutes have included programs for cantors, guitarists, choir directors, organists, directors of children’s choirs, directors of handbell choirs, pianists, and music educators, as well as programs in pastoral liturgy and other topics of interest to musicians, clergy, and other worship leaders. Institutes are available to members and non-members, although NPM members receive a discount on their registration.
Certificates and Certification

Certification-DMMD

The United States Conference of Catholic Bishops Subcommittee on Certification for Ecclesial Ministry and Service (formerly the USCCB Commission on Certification and Accreditation) has approved the certification standards and procedures of the National Association of Pastoral Musicians as a member of the Alliance for Certification of Lay Ecclesial Ministers for Director of Music Ministries through 2025.

Certification standards give evidence of a profession’s focus and activities and the values to which it is committed; designate the knowledge, skills, and attitudes it deems desirable or necessary for effective functioning as a practitioner of the profession; and may be used as educational criteria in a process of formation as well as an assessment criteria in a process of certification.

NPM’s “Core Certification Standards and Competencies of the Director of Music Ministries” (DMM) may be found at http://npm.org/wp-content/uploads/2017/06/DMMDCertificationStandards.pdf. Additional useful links include:

- The Alliance for the Certification of Lay Ministers: http://www.lemcertification.org/index.htm
- USCCB certification information: http://www.usccb.org/certification

Certificates-Cantor

The NPM Steering Committee for Cantors has developed a process for members of the National Association of Pastoral Musicians to guide and recognize the achievement of skills expected of cantors. Each certificate presumes an understanding of a spirituality of ministry; they are arranged in a required sequence to ensure a progressive approach to acquiring and integrating the important ministry of Cantors.

Three cantor certificate programs are available, and should be completed in sequential order:

1. Basic Cantor Certificate: This first step recognizes the achievement of fundamental skills
2. Intermediate Cantor Certificate: Stage two in this certificate program recognizes the achievement of more developed skills of both Psalmists and Cantors
3. Cantor Colleague Certificate: Recognizing the achievement of advanced skills expected of psalmists and cantors, this certificate is the third stage in the certificate program

Each of these certificate levels are described in more detail on the NPM website at http://npm.org/cantor-certificate-programs/, including the requirements, application process, and required fees.

Certificates-Organ

NPM offers three certification programs for organists:

2. The joint NPM/AGO SPC Certification: specifically addresses the music demands in Roman Catholic parishes (http://npm.org/wp-content/uploads/2017/06/npm-agobr.pdf), and
3. The joint NPM/AGO CAGO certification: a joint-certification program with the AGO for the Colleague-level organist certification.

These certification programs focus the organist’s ability to play appropriate liturgical repertoire for the organ and, more importantly, to make sure the organist is able to accompany the singing assembly, cantors and choirs competently.
Benefits of Membership: Website Resources

The NPM website includes exclusive, members-only content. This premium content includes the NPM Planning Calendar, the DMMD Choral Anthem Project, and a growing number high-quality instructional videos that NPM is producing to help its members become better musicians.

Your NPM membership entitles you to these unique resources, available solely to our members. Enjoy exploring what NPM offers!

- The NPM Planning Calendar gives musical suggestions for Sundays and most major feasts by liturgical year (http://npm.org/resources-2/planning-calendar/)
- The Digital Conservatory offers video workshops with nationally renowned instructors on various topics concerning music in the liturgy (http://npm.org/digital-conservatory-premium/)
- Choral Practice Tracks offer a guided tool that helps singers practice complex vocal parts at home (http://npm.org/premium-content/choral-practice-tracks/)
- Choral Anthems are a rich store of selections of high quality choral music related to the Sunday scripture (http://npm.org/choral-anthem-project-2/)
- NPM Academy offers seminars and workshops with master theologians, scripture scholars and authors (http://npm.org/premium-content/npm-academy-liturgy/)
- From the Convention offers recordings of convention Plenum addresses and other exhibit hall interviews on a variety of topics (http://npm.org/from-the-convention/)
- Pastoral Music is for use by pastoral musicians and others doing research on liturgical and musical issues (http://npm.org/pastoral-music-premium-conent/)

Use the email address associated with your membership to gain access to this members-only area. Access to premium content is an exclusive benefit of NPM members, so login credentials may not be shared with non-members.

Membership Renewals

NPM membership enrollment and renewals are now available online through the NPM website for most types of memberships. When your membership is due for renewal, you will receive an e-mailed reminder three months in advance, one month in advance, and if your membership lapses. We hope that this process is helpful to you as it is intended to help manage the timing differences that parishes may require related to budget cycles, or that may be helpful in your own financial planning. Contact the Director of Membership Services, Kathleen Haley (haley@npm.org), if you have any questions.

Convention and Institute Registration

Registration for all NPM Conventions and Institutes is available online, as well. Printed forms (PDF format, and interactive pdfs online) are also available for those who prefer these forms for their parish accounting systems or personal record-keeping.

In all cases, discounts to Conventions and Institutes are provided to members, and you may also join NPM simultaneously with your registration process for these educational and formational opportunities.
**ADDITIONAL BENEFITS OF MEMBERSHIP**

**Pastoral Music Magazine**

NPM’s honored journal, *Pastoral Music*, is sent to members five times each year. The magazine is packed with articles that enrich the ministry of pastoral musicians and clergy, along with news features, commentaries, reviews, and announcements of coming events.

**Notebook**

Approximately twice each month, our members receive the e-newsletter *Notebook*, which contains news about members, chapters, current issues, upcoming events, and other topics of interest.

**Sunday Word**

For each Sunday and Solemnity, members receive a reflection on the Lectionary readings for that upcoming liturgical date, directed to the ministry we share, along with a prayer to assist them in their work and their preparation for the Sunday liturgy.

**Ministry Monday**

Ministry Monday is the podcast for today’s parish minister. Weekly episodes provide opportunities for anyone engaged in pastoral ministry to learn, engage, grow, and be renewed. Content includes interviews with featured guests alongside a treasure-trove of articles, presentations, plenum addresses, workshops, and recordings from NPM publications, conventions, and events.

**Hotline**

NPM provides “Job Hotline” as an online service to members seeking employment and to parishes seeking staff. Hotline ads are posted on the web page for a period of two months for a fee of $75 for members and $100 for non-members. E-mail Jill@npm.org for more information.

**Scholarships**

NPM offers academic scholarships each year for members pursuing undergraduate or graduate studies. Some of the scholarship funds are provided by NPM members through their offerings at Eucharistic celebrations during NPM conventions. Other scholarships are sponsored by various groups, families, companies, and foundations.

Academic scholarships are available to NPM members only, with applications generally received in the winter to be awarded at the summer conventions.

In addition to academic scholarships, NPM provides program scholarships for individuals in need to assist with registration fees at NPM Conventions and Institutes. These scholarships are made possible through the generosity of NPM members by their donations to the Lenten Scholarship Appeal.

**Social Media**

Connect with NPM and see how members and friends are involved, and what is going on in various areas.

Facebook: [www.facebook.com/NPMnational](http://www.facebook.com/NPMnational)

Instagram: [www.instagram.com/NPMnational](http://www.instagram.com/NPMnational)

Twitter: [www.twitter.com/NPMnational (@NPMnational)](http://www.twitter.com/NPMnational (@NPMnational))

Look for other social media offerings from many of our Chapters, Interest Sections, and for each NPM Annual Convention and Institute.
Types of NPM Membership

Parish (Group) Membership is available for any number of people from the same parish. Every person listed on a parish membership receives all member benefits, including subscriptions to Pastoral Music magazine, access to Pastoral Music Notebook, Sunday Word, and the premium content section of the website. In addition, all parishioners from a parish that has a group membership (even if they are not listed among the group members) may receive the member rate for NPM institutes, workshops, and conventions. While individuals from the parish receive the member benefits, the membership itself belongs to the parish.

- Choir Member Membership: May be added to a Parish Membership of three or more members; this fee includes access to the NPM website Premium Content, but no other member benefits or discounts

Individual Membership includes all member benefits, including a subscription to Pastoral Music magazine, access to Pastoral Music Notebook, Sunday Word, and the premium content section of the website. Benefits also include the member discount for NPM Institutes, workshops, and Conventions. Membership discounts cannot be transferred or shared.

Youth Membership is for youth and young adults in liturgical and musical leadership positions and for those who want to assume such ministerial roles. NPM youth membership is open to anyone who is twenty-one years of age or younger, or currently enrolled full-time in an undergraduate program of study. Benefits are equivalent to individual membership, including a subscription to Pastoral Music magazine, access to Pastoral Music Notebook, Sunday Word, and the premium content section of the website. Benefits also include member discounts for Institutes and Conventions.

Seminarian/Religious in Formation Membership, available to those in formation, provides full member benefits at a reduced rate that is more accessible to these liturgical ministers with limited financial resources.

Senior/Retired Membership, available to retired persons who are sixty-five or older and retired, provides full member benefits as well as the opportunity to stay connected to the ministry of pastoral musicians.

A special Diocesan Office Membership is also available, again providing the full member benefits as listed above.

Complete membership details are available at the NPM website: http://npm.org/join/

National Association of Pastoral Musicians

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