



*How to Form an NPM Chapter*

### What is NPM?

The NATIONAL ASSOCIATION OF PASTORAL MUSICIANS (NPM) fosters the art of musical liturgy. The members of NPM serve the Catholic Church as musicians, clergy, liturgists, and other leaders of prayer. Each (arch)diocese may have an NPM Chapter.

### Why Form a Chapter?

#### **Basic Purposes of NPM Chapters are:**

- ▶ To deepen the spiritual life of each NPM member;
- ▶ To provide an educational forum on issues affecting musical and liturgical practice in the Church for musicians, clergy, liturgists, and other leaders of prayer;
- ▶ To improve the skills of every NPM member: musical, liturgical, pastoral, and leadership;
- ▶ To encourage social interaction among NPM members;
- ▶ To foster mutual support for NPM members through sharing and friendships;
- ▶ To be connected with the NPM national organization and the NPM National Office through membership, education, communication, and dialogue.

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## *Suggested Steps for Establishing an NPM Chapter*

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1

**Assemble a leadership team** for an organizational meeting. Discern leadership positions.

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If possible, touch base with your **diocesan worship and music offices**. Work in close collaboration with them.

3

Plan the **initial meeting** with the intent of inviting your diocesan musicians and liturgists. Carefully plan the specifics of the meeting.

4

Solicit the aid of the **NPM National Committee for Chapters**. They will help you with any initial questions or needs.

5

Submit the **Application Form for Temporary Chapter** along with \$25.

6

Plan a few meetings throughout the year. At the end of a year's time, if the membership agrees, **submit the Application Form for Permanent Chapter status** including your bishop's signature on the form and \$100.



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## *Suggested Steps: the Leadership Team (Board of Directors)*

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1

**Enlist 5–10 people** in your diocese who will be willing and capable of helping to establish the NPM Chapter.

- ▶ Contact the NPM National Office for a listing of NPM members in your diocese for possible leadership roles.
- ▶ Communicate with your diocesan worship and music offices for suggested potential members to assist in leadership roles.
- ▶ Approach people in your diocese who have exhibited positive leadership roles.

2

Invite the interested parties to the **organizational meeting**.

### **Potential Leadership Positions/Officers**

#### **DIRECTOR**

- ▶ Steer the leadership team in necessary directions to establish a Temporary Chapter and, after a year's time, a Permanent Chapter;
- ▶ Be the main communicator with the NPM National Office as the representative of the Chapter;
- ▶ Submit articles for Chapter News to the National Committee for Chapters after each meeting or event;
- ▶ Represent the Chapter at the NPM National Convention with all the other Chapter Directors.

#### **SECRETARY**

- ▶ Take minutes of all leadership and member meetings and events;
- ▶ Report minutes at meetings when requested.



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## *Suggested Steps: the Leadership Team (Board of Directors)*

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### **Potential Leadership Positions/Officers (continued)**

#### **TREASURER**

- ▶ Establish an account for the NPM Chapter funds. If assistance is needed in doing so, contact the NPM National Office;
- ▶ Pay expenses;
- ▶ When applicable, collect and deposit Chapter dues;
- ▶ Keep records and report all financial transactions at meetings in a treasurer's report when requested.

#### **PROGRAMMING PLANNER**

- ▶ Plan with the leadership team, the time, location, and presenter(s) for upcoming meetings and events. Ensure that plans will be securely implemented. Programming suggestions can be found on the [NPM website here](#).
- ▶ Communicate planning information with the leadership team.

#### **COMMUNICATOR / COMMUNICATIONS DIRECTOR**

- ▶ Develop and implement communication strategies with the leadership team;
  1. Contact the NPM National Office for the listing of NPM members in your diocese, including addresses and emails;
  2. Request a mailing list of music ministers and liturgists in your diocese from the diocesan office of worship and/or music, including addresses and emails;
  3. Establish mailing labels and email databases for the above;
  4. Assemble newsletters that include Chapter information for upcoming and past Chapter meetings and events. Send newsletters to interested parties in your diocese through mail, email, and/or Chapter website;
  5. Use technology and the social network (i.e. Twitter, Facebook, Skype, etc.) to communicate Chapter information;
  6. Telephone individuals to make personal contact when deemed appropriate;
  7. Request other musical organizations in your area to promote NPM meetings and events in their communications (i.e. AGO, ACDA, MENC, Choristers Guild, handbell groups, etc.)



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## *Suggested Steps: the Leadership Team (Board of Directors)*

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- ▶ Communicate information to diocesan members with the leadership team's guidance using the methods decided upon;
- ▶ When possible, establish and oversee an NPM Chapter website ([more information here](#));
- ▶ Take photos at meetings and events. These may be included in the newsletter, website, communications, Chapter News in Pastoral Music magazine, etc.

### **PRAYER LEADER**

- ▶ Plan prayer for the meetings and events;
- ▶ Solicit persons to plan and lead prayer for Chapter events and meetings.

### **HOSPITALITY CHAIR**

- ▶ Plan and oversee providing refreshments and hospitality for Chapter meetings and events;
- ▶ Request parishes or individuals to provide help with refreshments and hospitality.



## **Mentors**

As your Chapter proceeds through the organizational process of assuming Temporary and/or Permanent status, the National Committee for Chapters will assign a mentor to help and assist you. This mentor is an established NPM Chapter leader and will be available to guide you as needed.

## **Diocesan Office of Worship and/or Music**

In many (arch)dioceses, fine liturgical and music education programs already exist. The NPM Chapter is not meant to replace, compete with, or supplant these efforts. NPM Chapters are not responsible for setting diocesan policy but are interested in assisting music ministers and liturgists in supporting the diocesan policies; therefore, establishing a good working relationship and collaboration/coordination efforts with your diocesan Office of Worship and/or Music is both important and beneficial.

