



How to Form an NPM Chapter

NPM Chapters: the Basics

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.

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.



The National Association of Pastoral Musicians

Why Form a Chapter?

Suggested Steps for Establishing an NPM Chapter



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

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

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

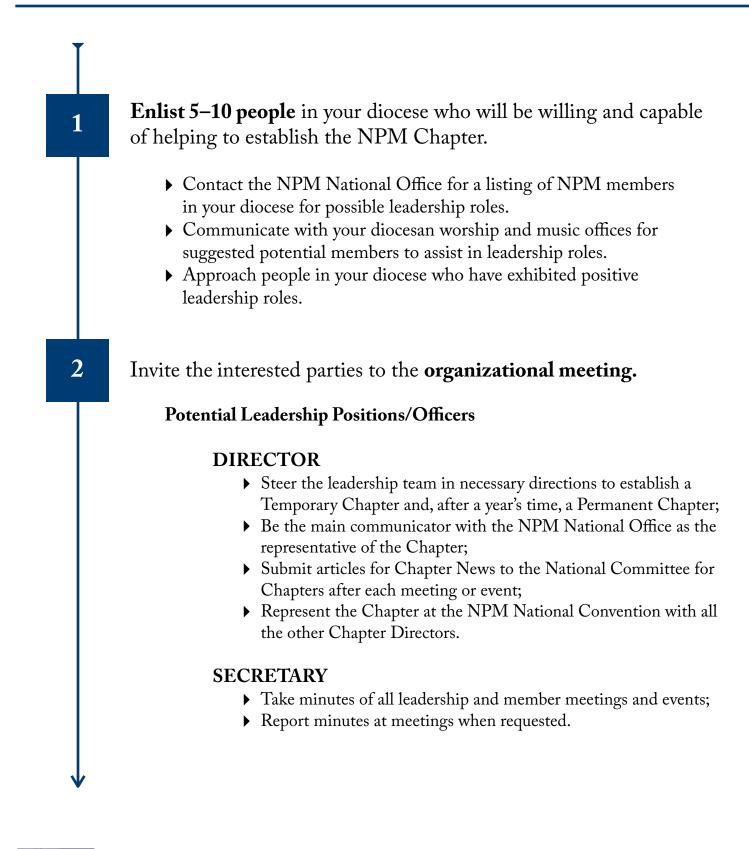
Solicit the aid of the **NPM National Committee for Chapters**. They will help you with any initial questions or needs.

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

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.



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 <u>NPM</u> 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.)



Suggested Steps: the Leadership Team (Board of Directors)

