



The Worship and Arts Music Group of the Gospel Music Workshop of America, Inc., Atlanta Chapter

The Music Group of the Gospel Music Workshop of America, Inc., Atlanta Chapter is unique in its requirements due to the fact that we try to be true to our motto of, "Where Everybody Is Somebody". We are a body of many musicians, directors, singers, artists and they come to the Atlanta Chapter for growth as well as opportunity to develop their gift. Even in the area of musicians, it is our desire to use these persons who are faithful to our organization as much as possible. If there is a need for development, we'd like to set aside time for workshop, labs, or other method of enriching the gift of those who labor among us. We do realize that there are some occasions when going outside of the organization may be warranted.

Current Staff

Director of Worship and Arts - **Kenneth Lowe** - **Reports** to Chapter Representative, **Evelyn Ellis White** – Assist Chapter Rep, **Ralph Davis**, Development Lead

Music Group Administrator - **Geoffrey Baker-Brown** - **Reports** to Director of Worship and Arts - Kenneth Lowe

Music Coordinator - **Reginal Jefferson** (Mass Choir), **Sam Bennett** (YYAD) - **Reports** to Director of Worship and Arts - Kenneth Lowe

Music Director - **George Lollar** (Mass Choir), **OPEN** (YYAD) – **Reports** to Music Director and Director of Worship and Arts

Director of Academics - **Eddie Robinson** - **Reports** to Chapter Representative - Will serve on this Group to assess outside needs, consultation, establishment of policies, and development of workshops or seminars needed to make Group more efficient.

Music Directors, Musicians, Presenters

Director of Worship and Arts

1. Manage the Musical Coordinators of the Worship and Arts Group with the GMWA- Atlanta Chapter
 - a. To assure that the objectives of each group are communicated and adhered to consistently.
 - b. To assure that the planning and process of rotating in each musical group is distributed in a timely manner.
 - c. To assure that a schedule is distributed to each presenter/director by the Music Coordinator the week before rehearsal
2. Work directly with Music Group Administrator in communicating with each musical group leaders and members the schedule and schedule changes of rehearsals, engagements, deadlines, or any other matter that needs to be distributed.

3. Work with the Music Group Administrator and Music Coordinators in responded to engagement requests presented and providing acceptance or declination in a timely manner of approximately 48 to 72 hours or any other time frame determined by this department.
4. Will receive Engagement requests from Music Group Administrator. Director of Worship and Arts to discuss with Choir Coordinator/Music Director(MD)/Vocal Director for availability, acceptance or declination and follow through with Administrator
5. Develop along with Music Coordinators an Annual Budget for Calendar of Events as well as Engagements that will be scheduled during the year
6. Plan Annual Calendar of Events with Music Coordinators to include but is not limited to: Fall Musical and/or Gospel Music Heritage Month Presentation (Sept or Oct), Christmas Concert, Anniversary, Easter/Spring Musical, Black Music Month Presentation (June)
7. Appoint a Vocal Director (Lead Singers) to assist with the development and utilization of Lead Singers in all musical units. Vocal Director will:
 - a. Develop a process to rotate in new soloist
 - b. Create an opportunity for soloist to audition
 - c. Develop a forum for assisting soloist if needed through vocal training in a personal setting. Clinicians will be solicited from musicians, directors, and members of the Chapter
8. Cast alternate leads/back-ups of all songs
9. Manage and oversight of any special project needed to make the Worship and Arts Department flow efficiently.
 - a. Determine status and update of robes project. May need to select someone to handing this project.
10. Serve in Development Group in overall planning of the organization

Music Coordinator for each Choir Unit (Mass Choir, TGFrazier, James Cleveland, Youth and Young Adult) –

Reports to Director of Worship and Arts

1. **Weekly Pre-Rehearsal/Rehearsal**
 - a. Create a schedule for rehearsals including 15 – 20 minute song segments for presenters
 - b. Schedule of songs to be presented
 - c. Confirm with presenters a week prior to scheduled rehearsal and share schedule
 - d. If presenters or directors are not confirm, as soon as possible seek confirmation of others
 - e. Schedule should be shared with directors, musicians and staff
2. **Directors**
 - a. Transition to each director knowing “all” chapter songs
 - b. Rotate directors on a regular basis in rehearsals and engagements
 - c. No one owns any songs
3. **Choir Music**
 - a. Encourage choir members the importance of creating a binder for lyrics
 - b. Create Music Packs and keep updated for new members that may join on weekly basis or at least maintain library of music
 - c. Lyrics will not be distributed/redistributed weekly
4. **Choir Attire**
 - a. Determine with group a selection for ministry attire and make know to current and any new members upon joining.
 - b. Select attire that is appropriate for the engagement in a timely matter and communicate to Music Administrator to be distributed one specs of engagement are posted.

Music Director (MD) for each Choir Unit (Mass Choir, TGFrazier, James Cleveland, Youth and Young Adult) – Reports to Director of Worship and Arts and Music Coordinator

1. To work directly with (1) Director of Worship and Arts and/or (2) Music Coordinator of each choir
2. Coordinate all music with Music Coordinator and for all Engagements during the year
3. Schedule and prepare musicians for all engagements
4. Upon request for availability, should respond as quickly as possible to Director of Music and/or Arts/Music Coordinator for planning purposes
5. If cannot make any planned engagement or event, still plan music and assign musicians as needed
6. Make recommendation for any changes or improvements directly to the Director of Music and/or Arts/Music Coordinator for further discussion

Music Group Administrator – Reports to Director of Worship & Arts

- 1. Engagement**
 - a. All engagement invitations will go to Administrator at musicgroup@atlantagmwa.org
 - b. Administrator will send to with Director of Worship and Arts to discuss with Choir Coordinator/Music Director(MD)/Vocal Director for availability, acceptance or declination and follow through.
 - c. If engagement is accepted, will solicit details of event to be presented to all members. Details to include: attire, arrival time, date, place, sponsor, etc.
- 2. Announcements**
 - a. Assemble all announcements to be presented at all rehearsals for all musical units.
 - b. All announcements should be emailed in advance of rehearsals
 - c. Copies (20 or other number if deemed necessary) of emailed announcements should be prepared for distribution at rehearsals to those who don't have emails.
 - d. Make sure Choir Coordinator will make any announcements that will emphasized at rehearsal.
- 3. Sign In Sheets**
 - a. Make sure each rehearsal has attendance sheets and/or method of capturing contact information to be added to the email blast.
- 4. Manage all inquiries** or questions submitted to music group email. If cannot answer, please forward to appropriate person and confirm resolution.

WORSHIP AND ARTS DEPARTMENT (Music Group)

Kenneth Lowe	Director of Worship and Arts
Geoffrey Baker Brown	Worship and Arts (Music Group) Administrator
Eddie Robinson	Director of Academics
Reginal Jefferson	Music Coordinator – Mass Choir
Sam Bennett	Music Coordinator – Youth and Young Adult Division
George Lollar	Music Director – Mass Choir
*Rodney Dearion	Musician
*Bradley Webb	Musician
*Calvin Moody	Musician
Tamika Kelly	Musician/Director
Carmel Brown	Musician/Director
Cord Franklin	Musician/Director