



Young Voices Festival Guidance Pack

We are delighted that you are considering holding a Young Voices Festival service. This package of information should provide you with all the guidance and resources you need to run a successful event. If you have further questions, contact:

RSCM Education Administrator, 19 The Close, Salisbury SP1 2EB

Tel: 01722 424843

Email: education@rscm.com

Fax: 01722 424849

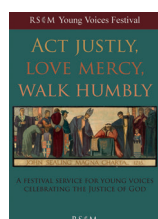
Website: www.rscm.com/youngvoices

VOICE for LIFE

Choosing your service

The RSCM Voice for Life programme produces a range of Young Voices Festival services to encourage maximum participation from young people, and to develop their understanding of the theme of the service. Each service has been designed so that it can be used as a complete event, while individual musical and liturgical items could also be introduced into services, concert programmes or assemblies throughout the year.

The range currently available from the RSCM includes these festival services:



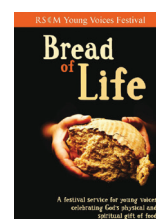
Act justly, love mercy, walk humbly

A service on the theme of social justice, in commemoration of the 800th anniversary of Magna Carta



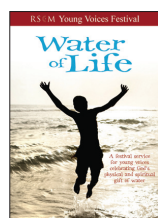
We will remember them

Remembering conflict and war, those affected by war, those that have died, and giving thanks for God's peace and love, open to us all



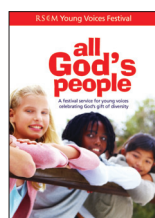
Bread of life

Touching on major themes in Christian life: poverty and hunger, harvest, One World Week, and Christ the Bread of Life



Water of life

Celebrating God's physical and spiritual gift of water



All God's people

A festival service celebrating God's gift of diversity



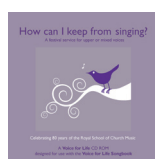
Let it shine!

A festival service celebrating God's love for us, and exploring how we can reflect that love in the world around us



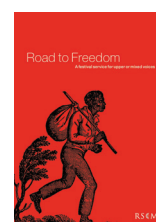
Search for peace

A selection of music to express our yearning for peace in a troubled world



How can I keep from singing?

A celebration of the joy of singing, to mark the 80th anniversary of the RSCM



Road to freedom

A journey from slavery to liberation, exploring African and Gospel music and our own road to freedom through faith and hope



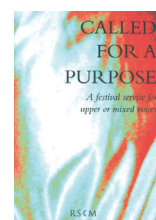
Care for the world

Music in a wide variety of styles, focusing on the environment and our responsibility as stewards of God's creation



Bread for the hungry

Exploring themes of poverty, hunger, and harvest, through music from America and Africa as well as English anthems and hymns



Called for a purpose

A celebration of the work of John Wesley. The music, from a wide range of traditions, draws inspiration from Wesley's life.

Resources

Firstly, decide which of these services you wish to use. All singers need to arrive with their own copy of the music and should be as confident as possible with the content. Resources available for choirs and singers are provided in slightly different formats for different services, so please check carefully what will be needed:

- ***Act justly, love mercy, walk humbly***
Each choir will need one copy of the book, which contains all the music and liturgy for choir trainer and singers to prepare for the service. Further resources are available online, including backing tracks to help singers learn the music, and the order of service.
- ***We will remember them, Bread of life, Water of life and All God's people***
Each choir will need one copy of the book, which contains all the materials for choir trainer, singers and congregation, and resources to help choirs prepare for the service. The accompanying CD-ROM includes backing tracks to help singers learn the music. Music booklets and the order of service can be photocopied from the book or printed as many times as necessary from the CD-ROM.
- ***Let it shine!***
Each choir will need one copy of the *Let it shine!* CD-ROM, which contains all the materials for choir trainer, singers and congregation, and resources to help choirs prepare for the service. Music booklets and the order of service can be printed as many times as necessary from the CD-ROM.
- ***Search for peace and How can I keep from singing?***
Each choir will need one copy of the photocopiable *Voice for Life Songbook I*, as all the musical items are taken from this book – photocopies of the relevant items can be made for the singers. Each choir will also need one copy of the relevant CD-ROM containing the order of service and other resources.
- ***Road to freedom, Care for the world, Bread for the hungry and Called for a purpose***
Choirs need to purchase a set of the appropriate singers' books for their singers (none of the material in these books is photocopiable). Each book contains all the musical items, readings, and prayers.

In addition, CD-ROMs are available for *Road to freedom* and *Care for the world*, containing the order of service to be printed for the congregation, recordings of all of the musical items, and piano accompaniments for rehearsal purposes.

All the above resources are available from RSCM Music Direct at www.rscmshop.com or 0845 021 7726.

The following resources are provided with this package:

- Job descriptions for staff members
- Booking form template (to be customised with details of your event)
- Evaluation form (you can customise this as appropriate for your event)

Staff

To run a Young Voices Festival service, you will need the following staff (for details of specific duties, please refer to the Job Descriptions):

- Event Administrator
- Festival Director
- Accompanist (piano or organ)
- Chaplain

If you are taking on the main role of organising the event yourself, it is highly recommended that you read the Event Administrator's job description, included with this pack. This will ensure you are aware of all the organisational details to make the event a success.

You may also choose to have additional stewards to help on the day, and possibly a qualified first-aider.

Safeguarding Arrangements

If you are organising this as an RSCM Area event you will need to ensure that all staff have the appropriate level of RSCM safeguarding clearance and understand their responsibilities as stated in the RSCM Safeguarding Policy and RSCM Guidance for Area Committees.

If you are running this as an independent event, we encourage you to ensure that all young people are appropriately supervised during the day and that permission has been sought from parents for their attendance. The recommended booking form makes it clear that children attending are to be supervised by a designated adult from their own choir. If this is an independent event at your church, local diocesan safeguarding policies must be followed.

Venue

You will need a venue suitable for conducting rehearsals and the service. This will need to have:

- a piano or organ (or both)
- a designated area for singers to leave belongings
- a designated area for singers to eat their tea during the afternoon break

Suggested Timetable

- 1.30pm Arrival and seating
- 2.00pm Rehearsal
- 4.00pm Break for tea; chaplain rehearses with readers
- 5.00pm Service
- 5.45pm Depart

The amount of rehearsal time will depend on whether you ask singers to learn their music in advance or just turn up and sing it on the day. You need to make this clear to participants at the time of booking, and also allocate the readings in advance so the participants in question have time to look at their reading before the service.

You should also clarify whether singers should bring their own provisions or whether refreshments will be provided.

Fees

Unless you are choosing to run your Young Voices Festival as an outreach event, you will need to charge a fee to the participants in order to cover the costs of your venue hire and staff (ie Director's fee, accompanist's fee). To encourage choirs to bring lots of singers you may like to offer a reduced price for group bookings.

RSCM Area Events

If you are organising a Young Voices Festival as an RSCM Area Event, don't forget to register your event in good time using the normal RSCM Event Registration Form. This will ensure that your event is promoted in *The Network* and that all the necessary information is gathered for insurance purposes and that safeguarding clearances can be processed.

Feedback

We wish you every success with your Young Voices Festival. We would love to receive any feedback from you on your event, including photos from the day, that we can share with other organisers.

If you would like to share your stories of the day and further ideas for how to make the Festival a success, please email voiceforlife@rscm.com.

FESTIVAL DIRECTOR

Job description

To have overall responsibility for event, including all musical, liturgical, staff and pastoral matters.

Specific duties before the event:

- Liaise with the Event Administrator over the event timetable, staffing and other practical considerations.
- Obtain a service booklet and familiarise yourself with the structure and musical content of the service.
- If you are organising a Young Voices Festival as an RSCM Area Event, ensure you are fully conversant with the RSCM Safeguarding Policy and Guidance for Area Committees.

At the beginning of the event:

- Arrive at the venue at least one hour prior to the arrival of the singers.
- Meet with the Event Administrator to confirm arrangements for the day and set up venue.
- Confirm seating plan with the Event Administrator, who will arrange seating.

During the event:

- Conduct rehearsal and service.

After the event:

- Complete an evaluation form and return to the Event Administrator.

CHAPLAIN

Job description

To rehearse non-musical items with participants and lead the service.

Specific duties before the event:

- Liaise with the Festival Director and the Event Administrator regarding arrangements for the day.
- Obtain a service booklet and familiarise yourself with the structure and liturgical content of the service.

During the event:

- Arrive about 30 mins prior to the end of the full rehearsal, to practise spoken responses with singers.
- Rehearse readers in situ after the full rehearsal has finished.
- Lead the service.

After the event:

- Complete an evaluation form and return to the Event Administrator.

EVENT ADMINISTRATOR

Job description

To manage the planning and bookings for the event, and to facilitate the smooth running of non-musical aspects.

Specific duties before the event:

- Book a suitable venue.
- Liaise with the Festival Director regarding arrangements for the day, including who will accompany for the rehearsal and service, who will act as chaplain, and the timetable.
- Decide with your Festival Director on fees for the Director and Accompanist and find out if your chosen venue will incur any hire cost. If appropriate, set your fee for participants accordingly, but remember that the choirs will be paying for their own musical resources and travel on top of any booking fee.
- If you are organising a Young Voices Festival as an RSCM Area Event, submit an Event Registration Form to the RSCM office in Salisbury, for inclusion in *The Network*.
- Promote the event through *The Network* and local RSCM Area website (if appropriate) and other channels.
- Send out booking forms as necessary, and ensure participating choirs know how to purchase copies.
- Take bookings from participants, and send out relevant information about event logistics.
- Liaise with the Festival Director and Chaplain to arrange the seating plan, and confirm with the venue.
- Confirm who will be doing the readings and prayers in the service (try to involve members of different participating choirs if possible).
- Make copies of order of service for congregational use.
- If you would like RSCM promotional literature for display and distribution, contact the RSCM Administrative Office in Salisbury at least one week in advance to obtain copies.
- If you are organising a Young Voices Festival as an RSCM Area Event, ensure you are fully conversant with the RSCM Safeguarding Policy and Guidance for Area Committees.

At the beginning of the event:

- If using a venue other than your own, arrive at the venue at least one hour before the event begins and introduce yourself to venue staff.
- Liaise with the venue to ensure adequate signage for visitors.
- Familiarise yourself with the emergency procedures (fire exits, etc) and facilities (vestry, toilets, car parking, etc).
- Meet with the Festival Director to discuss arrangements for the day and help to set up the site.
- Welcome singers as they arrive, show them where to put their belongings and direct them to their seats.

During the event:

- At the start of the rehearsal, introduce yourself and other staff members to the singers. Welcome each choir publicly and ask them to identify themselves. Explain the emergency procedures and confirm the location of toilets and other facilities.
- At the end of the rehearsal, confirm the arrangements for the tea break (where they should go, what time they should return, etc). Identify the readers and ask them to stay for a rehearsal with the chaplain.
- Hand out copies of order of service to congregation as they arrive.
- At end of service, hand out RSCM literature as required and co-ordinate a retiring collection if appropriate.

After the event:

- Send out evaluation forms to the leaders of the participating choirs and collate responses. If you receive feedback that would be useful to the RSCM *Voice for Life* staff, please send it to RSCM Education, 19 The Close, Salisbury, SP1 2EB.
- Pay staff fees and expenses as previously agreed.