



OUR SAVIOR

CONSERVATORY OF MUSIC

At Our Savior Lutheran Church, we live to make Christ known. Our purpose is to *walk together* in The Way, which is Jesus Christ, to *grow together* in The Truth which is Jesus Christ, and to *live together* the full and eternal Life which is Jesus Christ. We invite you to join us in this journey!

Our Savior Conservatory of Music Handbook

MISSION

- To train the next generation of church musicians by providing music lessons with a focus on the Liturgy and Hymns of the Lutheran Church Missouri Synod.
- To share the message of Christ through music while teaching the fundamentals of music.
- Engage students of all ages in Divine Service and provide other opportunities to worship God through music.

ADMINISTRATION

The Our Savior Conservatory of Music (“Conservatory”) shall be under the oversight of the Our Savior Lutheran Church Board of Elders and shall be maintained by:

Director: Suzie Gangi: suzie@oslcmandato.org or 507-385-2180

TEACHERS

Teachers shall be an active member in good standing of a local congregation. They will commit to the Holy Scriptures and Christian Faith as stated in the words of the Apostles Creed.

Teachers must have the aptitude to mentor students musically, personally, and spiritually.

All teachers will undergo a background check prior to their involvement in the Conservatory.

Teachers will abide by all policies and procedures in this handbook and fulfill all requirements stated in their individual agreement with the Conservatory.

PROGRAM DESCRIPTION

Sessions

The Conservatory will be divided into two sessions: a Fall Semester and a Spring Semester. In addition, the Conservatory will offer a Summer Term for interested students.

Lesson Length

Lessons will be 30 minutes, unless other arrangements are made.

Student Performance Opportunities

Performance opportunities are vital for developing student confidence and for fostering an attitude of leadership and service. There will be two recitals each year: a December recital and a Spring recital. All students will be expected to perform at these recitals. Students will also have the opportunity to participate in the Divine Service at Our Savior Lutheran Church, which could be playing preservice music, hymn, or part of liturgy within the service. Other opportunities may arise throughout the year, such as performing at nursing homes or community events.

Curriculum

Conservatory music teachers will choose appropriate method books/materials that will best serve the individual student’s needs. Teachers will also incorporate Lutheran sacred music, including hymns and liturgy, into their lessons as appropriate to the student’s ability.

Scheduling

Each teacher will determine their own schedule within the allotted times available, based on activities, events, and services at Our Savior Lutheran Church. No lessons can be scheduled during any worship service times at Our Savior Lutheran Church.

Practice and Preparation Expectations

Musical progress is made through consistent lesson attendance and at-home practice. We encourage parents of young students to be actively involved in their practice routine and musical learning. Involved and encouraging parents help to cultivate progress in their child's musical skills! We recommend each student establish a consistent, regular practice schedule each week. A practice log may be helpful for some students. Please speak with your teacher if you have questions about an appropriate amount of weekly practice for you or your child's age and/or ability level.

GENERAL POLICIES

Copyrights and Photocopying: Our Savior Conservatory of Music abides by all copyright laws. All scores and materials that are used in the Conservatory must be purchased, from the public domain, or used with permission.

Photographs and Recordings: All photos and recordings of students and/or faculty taken in connection with Our Savior Conservatory of Music may be used for the promotion of the Conservatory. Please advise the Conservatory Director if there are concerns about publishing a student's photograph or name for promotional purposes.

Materials: The cost of any music book or materials required by instruction is in addition to tuition and is the responsibility of the student/parent.

ATTENDANCE

Missed Teacher Absences

- 1. Planned Absence:** If a teacher must miss a lesson for a planned activity, he/she is responsible for notifying the student/parent in advance and for scheduling a make-up lesson.
- 2. Unplanned Absence:** If a teacher must miss a lesson due to illness, family emergency, transportation problem, etc., he/she must notify the student/parent at the first opportunity, and a make-up lesson will be scheduled.

Missed Student Absences

1. Planned Absence: If a student knows in advance that he/she will miss a lesson, he/she must notify the teacher at least one week in advance of the absence. If this is not done, the teacher is not obligated to make up the lesson.

2. Unplanned Absence: If a student is unable to attend a lesson because of illness, family emergency, transportation problems, etc., the student or parent is expected to contact the teacher directly as soon as possible.

Please note that it is the Conservatory of Music's policy that Teachers are not obligated to make up lessons for last-minute cancellations or no-shows.

Snow Days & Other Closings

1. Each teacher will communicate any weather-related closings or schedule changes by phone, text, or email. Your lesson will be rescheduled.

2. On rare occasions, the church may be in use for events that are scheduled at the same time as lessons (weddings, funerals, etc.). When this occurs, your teacher will work with you to reschedule your lesson time.

WITHDRAWAL

We request that students who withdraw from the Conservatory provide as much advance notice as possible. Students who withdraw before completing a session will receive a pro-rated refund of their tuition.

FINANCIAL POLICIES

Tuition: Your tuition for each session will be set forth in your student contract and will be determined based on your teacher and the number of lessons allotted to you for that session. Tuition includes the following benefits:

- A weekly time slot in each teacher's schedule for your lesson
- Lesson preparation individualized for each student
- Repertoire planning and recital preparation
- Administrative costs
- Studio supplies
- Instrument tuning and upkeep

PAYMENT PROCEDURES

Tuition for the session must be paid in full before the first day of the session. If you need to pay your tuition in monthly installments, please contact the Director. When paying by check, make checks payable to Our Savior Lutheran Church, student's name in the memo line. and place it in the payment box by the back door. If paying cash, please place it in an envelope with student's name and teacher's name on the envelope and place it in the payment box. Any questions regarding payments can be directed to the Director at suzie@oslcmandato.org