

Membership of the Methodist Church Music Society is open to all - individuals, families, churches, or associated groups. Everyone is welcome.

To join MCMS, obtain an enrolment form from John Bailey or Michael Boxall (details below) or download one from the MCMS web site - <http://www.methodistmusic.org> and return it, together with your remittance, to our Membership Officer:

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MCMS SECRETARY/DEVELOPMENT OFFICER

For any further information about MCMS, please contact

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COMPILING A CHURCH SONG BOOK



Compiling a church song book

Many Churches now have their own supplementary song or hymn book and the following may help you in compiling your own book.

Firstly - do you have a Church Copyright Licence? If not you need to get one. Our leaflet 'Copyright Issues', also available for download from the MCMS web site - methodistmusic.org, will be of help to you.

There are a number of questions to think through as you start to develop your own book:

What is the purpose of the book?

- To supplement material currently available
- To make songs used in Sunday School more accessible to the congregation
- To expand the Church's repertoire of music
- To save acquiring a host of song books with inevitable duplication of content.

When will the book be used?

- At every service
- Occasionally
- When the children are present
- At special services

What types of songs or hymns will it contain?

- Worship songs
- Hymns that do not appear in Hymns and Psalms
- Iona and/or Taize material
- Songs written by people from the local church
- Songs for children.

How will the songs be chosen?

- Invite the congregation to submit suggestions
- Ask key people to suggest material they would like to see included
- Consult people who sometimes attend worship at other churches.
- Visit "Big Events" to find out currently popular new songs
- Look at books compiled by other churches.

A word of advice - take time to select the material to be included and consult as widely as practicable before finalising the list. This part of the process may take up to 6 months!

In what format will the book be presented?

- A4 or A5 size, portrait or landscape
- Stapled (maximum of 16 to 18 sheets)
- Comb bound or spiral bound
- Loose leaf
- How will the book be prepared?
- Type the lyrics for all the songs
- Carefully check each one for mistakes
- Decide how to organise the book - alphabetically, related sections or topics, seasons etc.
- Set up a page and song format, font style and size, columns to be used etc., and put the book together using a Desk Top Publishing package
- Check that you have copyright permission for all the contents
- Make an index
- Write an introduction, which must contain the Copyright Licence number
- Design a cover for the book
- Get several people to proof read it for mistakes.

Other Issues

- Who will print it
- How many copies do you need
- What will it cost
- Who will pay for it
- Is the music for all the songs readily available in one place for all your musicians to use or do you have to produce a music version
- Do you need to make acetates for use on an overhead projector
- How will you make visiting preachers aware of the contents of the book
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Variety in hymns and songs helps so much with worship and the development of a local supplementary song/hymn book is well worth all the effort.

We hope this leaflet will help you when you get down to producing your book.