

**COMMITTEE MEMBERS' HANDBOOK**  
**ROYAL SCHOOL OF CHURCH MUSIC**



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## Welcome

Thank you for offering your services as a member of one of our Area Committees. We are enormously grateful for our members who voluntarily give of their time, talent and experience to their Area Committees. I would like to wish you a very happy and rewarding time with us.

You will need to log in to the Committee Members' section of the RSCM website to be able to access the links included within the handbook.

Each Committee Member will receive an individual copy of RSCM [Committee Member's Agreement](#) which complements this handbook.

Further downloads, guidelines and templates are available on the password protected Area Committee pages on the RSCM website [www.rscm.com](http://www.rscm.com). Please contact [voluntary@rscm.com](mailto:voluntary@rscm.com) if you need help accessing resources.

The purpose of this handbook is to provide underpinning information about the work of Area Committees and your role and responsibilities within this. It can't answer all your questions but it is intended to help you understand the RSCM better, and to clarify the conditions under which you serve. These conditions are determined both by established policies and procedures of our own, and by statutory requirements.

Wider information about the work of the RSCM may also be located in the RSCM handbook. All handbooks are updated from time to time and so it is wise to view the website to ensure you access the latest versions.

Finally, it is important to point out that it is not intended for this handbook to replace personal contact or advice and so you are encouraged to ask for clarification or guidance whenever you need it, either from the Regional Co-ordinator or from the office staff ([voluntary@rscm.com](mailto:voluntary@rscm.com)).

# Section 1: Introducing the RSCM and Area Committees

## Overview of the RSCM; its mission and objectives

The Royal School of Church Music is an educational Christian charity with over 7,000 active members and affiliates, and 1,000 supporting friends who are active in over 40 countries.

Participation and involvement in RSCM activity is encouraged and enabled by over 900 volunteers in the UK, Europe, North America, Australasia and parts of Africa. The organization is supported by a small central staff.

We are a life-long learning organization engaging with all who make music in worship and who lead it.

We are committed to supporting and improving all forms of music within Christian worship, and to developing understanding of that context.

We seek to support and enrich the present, secure the future, and sustain the heritage of church music.

## Mission

The RSCM's mission is to enable the best use of music in Christian worship, of whatever the style, denomination or resource level. We aim to inspire and achieve high standards – even in the simplest music – in all our work.

The formal Charitable Objects are: *To promote the study, practice and improvement of music, and other such matters as in the opinion of the Association shall be relevant to the conduct of Christian worship.*

## Objectives

The RSCM is a registered Christian charity and a company limited by guarantee which promotes the study, practice and improvement of music and other matters relevant to the conduct of Christian Worship. Our mission is to encourage and inspire:

- (1) the good use of high-quality, appropriate music in Christian worship, whatever the style or tradition
- (2) the highest standards achievable in each individual church or community
- (3) people of all ages, especially children and young people, to become involved in church music
- (4) a culture of learning through study and practice, to develop both skills and understanding

Current RSCM objectives are to:

### **Support** our members through

- practical and applied programmes of education and training
- music-making at festivals and courses
- music and training material resources
- information, advice and guidance

### **Serve** the churches by

- encouraging music-making in general, and singing especially
- providing training in essential skills for church music
- developing understanding of music in the church's ministry and worship

# **Purpose of RSCM Area Committees**

## **UK Area Committees**

Area Committees are responsible for RSCM activity within their boundaries and are answerable to the RSCM Council, the Director and Senior Management Team, and more generally to the membership within the Area. The Regional Co-ordinators, Voluntary Forum Members and Voluntary Networks Administrators are the link between RSCM Area Committee, the Senior Management and the Council.

Area Committees should meet at least four times a year. One meeting should be designated as the 'Plenary meeting' which is open to all members in the Area and at which the accounts are adopted.

## **Outside the UK, Republic of Ireland, France and NW Europe**

Overseas RSCM entities are regulated by their own country's laws and are therefore independently organised. Similar ideals and activities exist across the world.

## **The Way Ahead**

In 2014 all RSCM Committees were given the opportunity to join a new plan called The Way Ahead. Each Area Committee had the choice to adopt the new proposal from 2015 or from a later date. The Way Ahead plan places obligations on and provides benefits for Area Committees, staff and RSCM Council. You will need to know whether or not your committee has joined this programme.

Please see the complete document – [The Way Ahead: a new option](#) for full details.

## **Regional Co-ordinators**

The work of Area Committees is supported and drawn together by Regional Co-ordinators whose task is to assist in the practicalities of recruiting, sustaining and delivering the programmes of RSCM work relevant to a particular place and time. These people act as the link between the office staff/senior management and the volunteers and membership. They are required by Council to support and regulate local RSCM activities, helping Areas with their legal responsibilities.

## Section 2: Area Committee; Roles and Responsibilities

There is a structure for each Area Committee; Chair, Treasurer, Secretary and Young Persons' Officer are all roles for which Council must approve the nominated holder before the person's appointment is announced. Additionally, a committee should aim to include persons responsible for set tasks such as; Publicity, Membership, Awards Administration, Education and Training/Schools, and for those acquainting themselves with RSCM committee work prior to accepting a portfolio, the term used is Consultant; this is also used for occasional advisers/link representatives.

### [Appointment process chart](#)

Each portfolio role is described in detail, and [can be found here](#)

Area Chair (Chair, Chairman, Chairwoman, Chairperson; as you prefer locally)  
Area Secretary  
Area Treasurer  
Area YPO  
Area ETO  
Area Schools Network Officer  
Area Membership Officer  
Area Awards Administrator  
Area Publicity Officer  
Area Consultant

Additionally, circumstances may require a committee to recruit Pastoral Assistants to share in the responsibility of looking after young people at exams or events.

Committees signing up to The Way Ahead will have the option to adopt a more flexible committee structure which can be agreed between the individual committee and the Deputy Director (Education & Voluntary Networks).

### Appointments

Appointments to the Area Committee are normally of four years' duration. An extension for a further four years may be arranged in consultation with the Deputy Director (Education & Voluntary Networks). Change of role within the committee is not always governed by the 'four-year' rule, and it is good to recruit new people without portfolio for a period of up to two years whilst they learn the ropes.

The Area Committee should be drawn from as wide a variety of denominational, geographical and musical backgrounds as possible. Variety is vital if the needs of the RSCM's Affiliates, Individual Members and Friends are to be met adequately. It is desirable that the Area Committee has members of all age groups, and that it represents the interests of clergy, musicians, teachers and other people interested in church music from churches and schools of differing sizes and resources. Above all, the Area Committee must be prepared to contribute to the aims of the RSCM in general and in particular to work towards the delivery of an effective Area programme based on the needs of all members.

To recruit a new committee member, please follow this link to find the [Nomination to Committee form](#) which needs to be completed and sent to [voluntary@rscm.com](mailto:voluntary@rscm.com). The nominee will then be required to complete the Self-Declaration form, and provide appropriate referees before the appointment process can proceed. If these requirements are not met, or the Self-Declaration or the references are unsatisfactory, no appointment will be made. If information that is inappropriate comes to light at a later date, then the RSCM reserves the right to terminate the appointment to the role as a Committee Member. The [Committee Member's Agreement](#) which details the expectations from both parties' point of view will be sent with the Self Declaration. All Committee Members must sign to say they accept the terms of the Committee Member's Agreement.

During the appointment term, policy updates may be sent and the main committee members will be required to repeat the Self-Declaration process at least every three years.

The Director will speak to a potential Chair, and regional staff will attempt to speak with other committee appointees as they begin their work.

All Committee Members should have some knowledge of IT systems and be able to communicate effectively by electronic means.

RSCM Council, acting through senior management, reserves the right to terminate the office of any volunteer if it deems this necessary.

### **Resignations**

Resignations should be made in writing to the Deputy Director (Education & Voluntary Networks) via the Voluntary Networks Administrator using the [Resignation from Area Committee form](#).

It is essential that the RSCM database at the Office contains an up-to-date record of all our Area Committee Members, their roles, correct addresses, telephone numbers and email addresses. The RSCM abides by current UK Data Protection legislation.

### **Financial records and procedures**

For recommended Fees for RSCM Tutors and other financial information, [please click here](#).

### **Publicity advice and templates**

For publicity templates and guidance, [please click here](#).

As new or revised information is available it will be uploaded to the Committee Pages of the RSCM website.

These pages contain lots of useful information including 'How-to' videos on committee tasks about Awards, Safeguarding and suchlike and are there to support the work of local volunteers with plain-English and visual guides.

# APPENDICES

## APPENDIX A

### Health and Safety

The health and safety of the RSCM volunteers and of all those attending events and activities organized by Area Committees are of paramount importance.

#### Risk Management

It is vital that prior to the commencement of an RSCM event a member of the organizing Area Committee carries out an assessment of the risks at the proposed venue. It is also important that the needs and arrangements for everyone who will be involved in the event are also considered in this assessment.

The Health and Safety Executive (HSE) suggests a five-step plan for managing risks. The five steps are:

- 1) Look for the hazards (i.e. anything that can cause harm).
- 2) Decide who might be harmed and how.
- 3) Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- 4) Record your findings.
- 5) Review your assessment and revise it if necessary.

A [Risk Assessment form](#) is provided for use by the Area Committee member who is organizing an event or activity. Further advice is available on the HSE website: [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk).

The following are some of the issues which should be considered when checking a venue (N.B. this is not a definitive list):

- Access doors: note their position and whether they are unlockable and clear of obstacles.
- Fire extinguishers and fire exits: note their type and position and whether the doors are unlocked.
- Uneven floors, staircases and other features which could create a trip hazard or limit access for those with mobility problems.
- Cables or other objects that could be a trip hazard.
- Furniture or equipment: consider whether the piano or a stack of chairs will need moving.
- Access to a telephone for emergencies.
- Access to First Aid equipment (and if possible that a first-aider will be present).
- Adequate lighting levels, especially in the location of any potential hazard and outside where those attending will enter and exit the premises.
- Toilet facilities (check location, access, cleanliness etc).
- Access to kitchens, organ loft.
- Pedestrian safety if vehicles are in the immediate vicinity.
- Adequate signposting if car parking is provided for the event.

An [Accident and Incident form can be found here](#). This should be used during or immediately after the event to record any problems which have arisen. A copy should be returned to the RSCM Office for logging. When evaluating the event, the Area Committee should consider how such accidents or incidents might be avoided in the future.

GDPR Policy updated April 2018 - see separate policy and guidance

<https://www.rscm.com/music-and-resources/volunteer-resources/>

Social Media Policy updated March 2018 – see separate policy

<https://www.rscm.com/music-and-resources/volunteer-resources/information-for-publicity-officers/>

## Safeguarding Policy

### The RSCM has a duty of care:

- 1) To protect *children* on RSCM events and courses from any kind of abuse.
- 2) To protect *course directors and staff* from false allegations.
- 3) To protect the *RSCM's* reputation and standing in the community.

In line with legislation in relation to children, this policy and the guidelines that follow assume that for most purposes a child is a person under 18.

### Definitions

For convenience, the following abbreviations and definitions are used throughout:

<b>Child</b>	Person under the age of 18
<b>RSCM</b>	The Royal School of Church Music
<b>Course</b>	Any course or event (residential or non-residential, local or national)
<b>Course director</b>	The person in overall charge of the course (paid or voluntary)
<b>Staff</b>	Any person engaged by the RSCM to work on courses with children (paid or voluntary) in a teaching or helping capacity
<b>DBS</b>	Disclosure and Barring Service

### Policy

- Tutors, administrative and pastoral staff who work for or on behalf of the RSCM in a paid or voluntary capacity must exercise the greatest care when working with those for whom they have been given responsibility.
- The highest standards of conduct must be maintained in all pastoral, counselling, educational, worship and recreational circumstances.
- The RSCM complies with current UK legislation in relation to Safeguarding.

### Guidelines for working with under 18s

- It is unacceptable for those in a position of trust on RSCM courses to engage in any behaviour which might allow an inappropriate relationship to develop with a child or young person, or might expose them to unsuitable influences.
- If allegations of abuse are made then the RSCM will cooperate fully with the statutory agencies concerned with investigating such allegations. It will not conduct investigations on its own account.

RSCM require the following categories of people to undergo relevant clearance procedures prior to selection or appointment:

- employees of the RSCM who have contact with children and young people
- all staff appointed by the RSCM to work on courses with children
- examiners for singing awards
- those holding one of the nine main committee roles

- other volunteers helping at events where under 18s will be in attendance.
- national RSCM Choir staff and adult choir members

These people will be required to complete the RSCM Self-Declaration process before appointment is confirmed. Any individual working in Regulated Activity for the RSCM is obliged to obtain an Enhanced DBS including a barred lists check.

Some roles involving regular supervision may not count as Regulated Activity but still be eligible for an Enhanced DBS without the barred lists check. Most of our volunteer roles (including examiners) do not meet these criteria due to the infrequency of contact with under 18s. RSCM Office will determine the relevant type of check for the work being undertaken, and will inform the person.

- All centrally-run course directors are required to discuss this policy with the RSCM Safeguarding Officer in order to formulate a policy relevant to each course, and to brief course staff before each course begins.
- All centrally-run course staff will be supervised by and be accountable to the course director. Staff are required to read this document and to accept the responsibilities it lays on them.
- Where individuals are found to have infringed the guidelines set out in this document, or in the guidance for volunteers published in the Area Handbook, the RSCM reserves the right to exclude them from further RSCM involvement. When such decisions are taken, the individuals concerned will be notified and reasons will be given, with a right to reply.

Employers have a duty to refer to the DBS any individuals for whom they are responsible and believe pose a risk to children or vulnerable adults.

These guidelines apply to RSCM courses and events, local and national, and are to be implemented by all those who come in contact with young people on behalf of the RSCM.

Course organizers are responsible for checking that all local Area events are registered with the RSCM and that all requirements related to the supervision of children have been carried out.

Further guidance specifically for Area Committees [is available here](#).

### **Three basic principles**

- 1) safety in numbers
- 2) caution in the recruitment of people who are to be involved with children
- 3) constant watchfulness

### **Safeguards**

- 1) Good discipline should always be maintained. Where a Code of Conduct or a Participant's Agreement exists for specific courses these should be used to provide guidance as to acceptable standards of behaviour.
- 2) All forms of physical discipline or corporal punishment are unacceptable.
- 3) Any form of bullying or harassment, verbal or racial abuse is unacceptable.
- 4) Physical contact is to be avoided other than when critical for the immediate wellbeing of a child.
- 5) Children must not be permitted to run around with the risk of harm or injury.
- 6) All relevant health and safety regulations should be observed.

- 7) Meetings on a one-to-one basis should be avoided. If only one child turns up to a meeting when more were expected, the parent or guardian should be invited to remain, and if they cannot do so, then the meeting should be cancelled.
- 8) Where one-to-one meetings are absolutely necessary, they should, wherever possible, be held in communal rooms, and with another adult present. One-to-one meetings should never take place in a staff member's room; the child should be accompanied by another adult. RSCM examinations and auditions are **not** to be conducted in a private house. If the exam venue is suddenly unavailable, a church or other public space should be sought first; as a last resort, the exams should be postponed.
- 9) It is advisable that both male and female supervisors/pastoral assistants who have RSCM clearance are present at events and courses involving children.
- 10) During individual instrumental or singing lessons, the door into the room should be left open unless a third party is present in the room. With regards to RSCM Exams, the Awards Administrators must refer to the current [Notes for Awards Administrators](#) for guidance.
- 11) External doors should not be left open unattended with the potential of admitting unauthorized individuals.

## Response

- 1) Any member of staff at an RSCM centrally run course who is concerned about Safeguarding issues should speak, in the first instance, to the course director. If he/she is not then satisfied that appropriate action has been taken, or if further advice is needed, contact should be made with the RSCM Safeguarding Officer.
- 2) Any member of staff who is concerned about issues relating to the course director's approach or behaviour should speak directly to the RSCM Safeguarding Officer.
- 3) Any member of staff who is spoken to by a child concerning Safeguarding issues should, in the first instance, listen carefully to what the child has to say and, if possible, make a note of the conversation. Absolute confidentiality should not be promised.
- 4) Any allegation, accusation or suspicion of abuse should be reported immediately to the course director who will contact the RSCM Safeguarding Officer. Concerns should be logged (dates, times of incidents and names of those concerned or witnesses) and held securely by the course director. No investigation must be undertaken by members of staff themselves, beyond finding out enough information to pass to the appropriate authorities.
- 5) Where abuse is alleged/suspected, the case should be reported to the local police (ask for the Child Safeguarding team) or the social services (ask for the Emergency Duty Team) who will advise on what action to take.

If a child has been harmed or a disclosure of abuse has been made, the matron or pastoral assistant on duty at the course should take care of the child and ensure they are returned to the care of a responsible adult, parent or carer at the end of the course, or sooner if necessary. If there is a concern that the adult is not appropriate or that the child should not be returned to their parent or carer, then advice should be sought from the police or social services (see para. 5).

## **Definitions of child abuse**

Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

- 1) Physical abuse  
Where children's bodies are hurt or injured.
- 2) Emotional abuse  
Where children don't receive love and affection, may be frightened by threats or taunts, or given responsibilities beyond their years.
- 3) Sexual abuse  
Where adults (and sometimes other children) engage in any form of sexual activity, including conversation and sexually explicit images, with children.
- 4) Neglect  
Where adults fail to care for children and protect them from danger, seriously impairing health and development.

## **If Abuse is disclosed or discovered:**

- Do not delay.
- Do not act alone.
- Do not start to investigate.
- Consult with the RSCM Safeguarding Officer at the earliest opportunity.

## **Responding to a Child:**

- Listen and keep listening.
- Don't question and don't pass judgment.
- Never promise confidentiality.
- Explain what you intend to do and don't delay in taking action.
- Write down the content of your conversation as soon as possible, sign, date and keep confidentially.
- Contact the RSCM Safeguarding team as soon as possible.

If you suspect an adult or someone passes on information regarding an RSCM volunteer or employee, please contact the Safeguarding Officer as soon as possible. Do not attempt to investigate the information yourself or pass on the information to others.

## **Procedure for secure storage, handling, use, retention and disposal of disclosures, and disclosure of information**

### 1) General Principals

As an organization using the Disclosure and Barring Service to help assess the suitability of applicants for a position of trust, the RSCM complies fully with the relevant codes of practice regarding the correct handling, use, storage, retention and disposal of disclosures, and disclosure information. It also complies fully with its obligations under the Data Protection Act. The DBS Code of Practice which can be viewed at <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop>. A hard copy can be made available on request.

### 2) Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the subject's full consent has been given. Sensitive information is always kept securely.

## **Recruitment procedures for posts requiring DBS disclosure**

### 1) General

These procedures apply to all posts whether employed, freelance, sessional or voluntary. All recruitment decisions concerning a candidate with a criminal record will take into account the nature of the post and the nature, circumstances and background of the offence(s) committed. In difficult cases, authorized officers may take advice from the Registered Body. If this is necessary, the RSCM will try to preserve the anonymity of the individual concerned.

### 2) Identifying appointments requiring a DBS disclosure

DBS disclosures with a check on the barring lists will only be required for posts which are designated as involving 'regulated activity' or where a thorough risk assessment indicates that it is relevant and proportionate, then an Enhanced Disclosure with a barred lists check may be considered. The risk assessment should also cover whether the post requires all convictions to be considered or only those which are unspent as defined by the Rehabilitation of Offenders Act 1974. All forms, advertisements, job descriptions and person specifications concerning such posts will state clearly that a disclosure will be requested before the offer of the post is confirmed.

### 3) Beginning the clearance process

Successful applicants for any position which involves supervisions, regular contact or regulated activity with children will be required to complete the RSCM's Self-Declaration process; any relevant information should be sent under separate confidential cover. Such information will be seen only by those needing to see it as part of the recruitment process. A DBS disclosure will be sought if the work meets current eligibility criteria for one.

### 4) Use of disclosure information

The RSCM will disregard convictions which are not relevant to the post under consideration.

### 5) Discussing disclosure information with candidates

The RSCM will ensure that an open and measured discussion of any convictions relevant to the post takes place either at interview or separately. A conditional offer of a post will not be withdrawn following receipt of disclosure information without discussing the matter with the candidate first. Candidates will be made aware that failure to reveal information that is directly relevant to the post may lead to an offer being withdrawn.

## Vulnerable Adults

The RSCM is committed to the support, nurture, protection and safeguarding of all. We recognise that there are many different levels of vulnerability and that all adults should be offered respect, and we will try our best to ensure opportunities for all within the RSCM. Staff and committee members are not eligible for DBS checks for Vulnerable Adults through the RSCM and therefore we ask those who need support to be accompanied by their own carer at RSCM events or courses. If specific advice is required in relation to safeguarding vulnerable adults, please contact the Safeguarding Officer or email [safeguarding@rscm.com](mailto:safeguarding@rscm.com).

## Complaints procedure

If a parent or guardian wishes to complain about the way an incident affecting their child has been dealt with by staff or volunteers at an RSCM event, they should put this complaint in writing to the RSCM Safeguarding Officer in the first instance. If the subsequent response is regarded as unsatisfactory they can then refer it to the RSCM Director to be investigated further. The matter will be dealt with promptly and in confidence; all correspondence will be held securely.

## Authorised Personnel

1) RSCM Safeguarding Officer

The Safeguarding Officer is the first point of contact for any queries about safeguarding policy and about procedural issues regarding the clearance of staff and volunteers and is authorized to respond to any information regarding the safety and wellbeing of children engaged in RSCM activities, and to answer any concerns related to the clearance of staff and volunteers.

2) The Deputy Director (Education, Voluntary Networks & Safeguarding)

Overall responsibility for safeguarding lies with the Deputy Director (Education, Voluntary Networks & Safeguarding), who is also authorized to respond to any information regarding the safety and wellbeing of children engaged in RSCM activities, and to answer any concerns related to the clearance of staff and volunteers.

3) Recruiters

Specific staff are authorized to see and check evidence of identity of candidates and to liaise with the Registered Body during the checking process. Within the RSCM they act as first contact for disclosure matters, and have access to the secure database of disclosure records and the secure storage of disclosure information still being retained.

4) Authorized Officers

The Director, the Deputy Director (Education, Voluntary Networks & Safeguarding) and the Deputy Director (Operations & Finance) are authorized, either in consultation with one or all of the others, or in consultation with our Registered Body:

- to decide the level of clearance (if any) required for a particular post
- to see disclosure information if necessary
- to make a decision concerning the recruitment of a candidate

**CONTACT DETAILS:**

RSCM Safeguarding Officer  
19 The Close  
Salisbury  
Wiltshire  
SP1 2EB

Tel: 01722 424858 Email: [safeguarding@rscm.com](mailto:safeguarding@rscm.com)

## Membership

Area Committees play an important role in attracting new members to join the RSCM. Through their local programme of events, Areas can provide potential members with information about the RSCM and the benefits of membership. Promotional literature, application packs and general advice and information are available from the Membership department at the RSCM Office. Please also visit the [membership pages](#) of our website for further information.

There are four categories of membership:

### Affiliation

Churches, schools and community choirs are invited to affiliate to the RSCM. This type of membership is for organisations who wish to play an active part in our work.

Affiliation attracts the following benefits:

- Free subscription to two copies of Church Music Quarterly, the magazine dedicated to church musicians offering a mix of news, features, recommendations and reviews, and the latest news from around the RSCM.
- Free subscription to the RSCM email newsletter with news of the RSCM and the world of church music (optional).
- Free subscription to two copies of Sunday by Sunday, the RSCM music for worship planner which gives week-by-week guidance on choosing music throughout the year.
- 25% discount on copies of RSCM publications bought through RSCM Music Direct. Further discounts may be available when [ordering online](#).
- Discount for places on some centrally organized RSCM courses.
- The opportunity to enter choristers for RSCM Bronze, Silver and Gold singing awards in the Voice for Life scheme.
- RSCM Voice for Life Medals which are only available to RSCM Members.
- Opportunity for members of the affiliated organisation to enrol in RSCM Choirs and on courses of education and training.
- Discount on choir robes from J Wippell & Co and Watts & Company.
- Advice and support through our network of local Area Committees and Regional Co-ordinators.
- The Network – information on locally organized events and courses (most of which are discounted to RSCM members).
- Recommended fees for church musicians (updated annually) - available on request. Please see [RSCM website](#) for further advice.

## Individual Membership

Full Individual membership provides the following benefits:

- Free subscription to a single copy of Church Music Quarterly, the magazine dedicated to church musicians offering a mix of news, features, recommendations and reviews, and the latest news from around the RSCM.
- Free subscription to the RSCM email newsletter with news of the RSCM and the world of church music (optional).
- Free subscription to a single copy of Sunday by Sunday, the RSCM liturgy planner which gives week-by-week guidance on choosing music throughout the year.
- 12.5% discount on copies of RSCM publications bought through RSCM Music Direct. Further discounts may be available when [ordering online](#).
- Discount for single places on some centrally organized RSCM courses.
- The opportunity to enter for RSCM Bronze, Silver and Gold singing awards.
- RSCM Voice for Life Medals which are only available to RSCM Members.
- Opportunity to enrol in RSCM Choirs and on courses of education and training.
- Advice and support through our network of local Area Committees and Regional Co-ordinators.
- The Network – information on locally organized events and courses (most of which are discounted to RSCM members).
- Recommended fees for church musicians (updated annually) - available on request. Please see [RSCM website](#) for further advice.

## Student Membership

Student memberships are available at substantially reduced rates. These members receive:

- Church Music Quarterly (including the RSCM Newsletter).
- 12.5% discount on RSCM publications bought through RSCM Music Direct. Further discounts may be available when [ordering online](#).
- Discount on single places on some centrally organized RSCM courses.
- Opportunity to enter for RSCM Bronze, Silver and Gold singing awards.
- RSCM Voice for Life Medals which are only available to RSCM Members.
- Opportunity to enrol in RSCM Choirs and on courses of education and training.
- Advice and support through our network of local Area Committees and Regional Co-ordinators.
- The Network – information on locally organized events and courses (most are discounted to RSCM members).

## Friends of the RSCM

If you want to support us in our work but do not wish to become a full Individual Member, you can become a Friend Donor of the RSCM. As a Donor giving £30 or more annually you will receive:

- Church Music Quarterly (including the RSCM Newsletter).
- The Network – information on locally organized events and courses.

Many Friend Donors support our work further by organizing fundraising activities.

*For information or queries about membership, contact the Membership department on  
T: 01722 424841, F: 01722 424849, Email: [membership@rscm.com](mailto:membership@rscm.com)*

*For information or queries about becoming a Friend Donor, contact the Development department on  
T: 01722 424848, F: 01722 424849, Email: [development@rscm.com](mailto:development@rscm.com)*

**FOR INFORMATION REGARDING ANY VOLUNTARY MATTER, PLEASE DO NOT HESITATE TO  
CONTACT US:**

RSCM Voluntary Networks  
19 The Close  
Salisbury  
Wiltshire  
SP1 2EB

Tel: 01722 424848, Email: [voluntary@rscm.com](mailto:voluntary@rscm.com)