

# **College Hill Music Conservatory**

## **Constitution**

College Hill Lutheran Church  
2322 Olive Street  
Cedar Falls, Iowa 50613  
(319) 266-1274

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2322 Olive Street  
Cedar Falls, Iowa 50613  
[chconservatory@gmail.com](mailto:chconservatory@gmail.com)

On behalf of our executive board, I would like to welcome you to the College Hill Music Conservatory! The Conservatory is supported by College Hill Lutheran Church and serves all of our surrounding community. Our mission is to provide students with the opportunity to further advance their musical abilities in a warm, welcoming, supportive Christian environment.

The fundamental purpose of the Conservatory is to provide musical instruction in a private lesson setting. However, a secondary goal of our organization is to promote the rich heritage of Christian music, especially that of the Lutheran church. Teachers at the Conservatory hope to promote this heritage by assisting students in learning pieces that they can play in their respective churches.

We offer instruction on a variety of instruments. For an up-to-date listing of instructions and types of instruments taught, please see our website at [college-hill.org/conservatory](http://college-hill.org/conservatory). You may also contact me directly via the email address listed above or calling 218-329-8515.

Once again, welcome to the College Hill Music Conservatory! We are excited at the opportunity to provide this wonderful musical service to our community!

Deaconess Faith Swenson, Director

# COLLEGE HILL MUSIC CONSERVATORY CONSTITUTION

## MISSION OF THE COLLEGE HILL CONSERVATORY

- Provide private lessons in a warm, welcoming, Christian environment
- Promote music from our rich Christian heritage
- Provide opportunities for music students of all ages to play beautiful music for churches.

## GENERAL POLICIES AND INFORMATION

- A. **Contact Information:** Feel free to contact the Conservatory at any time via email at [chconservatory@gmail.com](mailto:chconservatory@gmail.com). Attached to this document is a roster of all our teachers if you would like to contact any of them directly. If you need to mail anything to the Conservatory, please mail it to the following address:

College Hill Music Conservatory  
c/o College Hill Lutheran Church  
2322 Olive St.  
Cedar Falls, IA 50613

- B. **Phone Number Exchange:** The student/parent and teacher must be able to reach each other directly on all matters pertaining to lessons, especially in the event of an emergency. At or before the first lesson, please be sure to exchange phone numbers/email addresses. The Conservatory office does not deliver messages between students/parents and teachers.
- C. **Parking:** The parking lot at College Hill Lutheran Church is at the disposal of teachers, students, and parents of the Conservatory. We ask that people refrain from parking, even temporarily, in front of the North doors. Parking in that location will lead to congestion of through traffic from both our parking lot and the adjacent alley way.
- D. **Student Dress Code:** Students are expected to dress and present themselves in a way that is safe, non-offensive, and non-disruptive. For recitals and other performances, students are expected to dress in concert attire, such as they would for a church wedding.
- E. **Studio Use**
- a. **Food and Drink:** Please do not bring food or beverages into a lesson.
  - b. **Phones:** Please turn phones off or turn them to the silent mode in order to avoid disruptions.

- c. **Erasures:** Please do not erase at the piano. Erasures that get inside the instrument can interfere with the action.
  
- F. **Non-Smoking:** The College Hill Music Conservatory has a no-smoking policy that is consistent with the policy of the entire College Hill Lutheran Church property.
  
- G. **Copyrights and Photocopying:** The College Hill Music Conservatory abides by all copyright laws. All scores and materials that are used in the Conservatory must be purchased. The Conservatory will purchase repertoire for students to present in their churches. Students will need to purchase their own materials for their lesson studies.
  
- H. **Photographs and Recordings:** All photos and recordings of students and/or faculty taken at College Hill Music Conservatory functions by Conservatory volunteers are the property of the Conservatory, and 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. Please note that students and parents may not publicize photos, video or other materials from Conservatory events without permission from the Conservatory Executive Board and all other families involved.
  
- I. **Teaching Locations:** All College Hill Music Conservatory students are to be given lessons at College Hill Lutheran Church. If a teacher wishes to give a lesson at another location (such as a make-up lesson at the student's or teacher's home), this arrangement must be approved by the Conservatory Executive Board.
  
- J. **Lesson Lengths:** Lessons at the College Hill Music Conservatory are either 30 or 60 minutes in length. In determining the lesson length, the teacher and the student/parent should discuss the appropriate lesson length in relation to the student's needs and abilities.
  
- K. **Student Recitals:** Student recitals take place at College Hill Lutheran Church on a semiannual or annual basis.

## ATTENDANCE

### Missed Lessons

Faculty and students may miss lessons for planned or unplanned reasons. The following guidelines describe how to handle various types of missed lessons.

### Faculty Absences

1. **Planned Absence:** The College Hill Music Conservatory teachers are encouraged to pursue performance and other professional opportunities, which add to their expertise as Conservatory teachers. If a teacher must miss a lesson for such an activity, he/she is responsible for notifying the student/parent in advance and for scheduling a make-up lesson if desired.

2. **Unplanned Absence:** If a teacher must miss a lesson due to illness, family emergency, transportation problem, etc., he/she may notify the student/parent at the first opportunity and a make-up lesson will be scheduled if desired.

### **Student Absences**

1. **Planned Absence:** If a student knows in advance that he/she will miss a lesson for a recognized civic or religious holiday, and wants to make that lesson up, 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. Other planned absences such as a family vacation, school trip, etc., can be made up if the teacher agrees.
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 College Hill Music Conservatory's policy that lesson fees will be assessed if no clear communication is made from the student within 24 hours of the cancelled lesson.**

### **Frequent Absence Policy**

If a student has frequent absences, a meeting with the teacher may be initiated. The College Hill Music Conservatory reserves the right to dismiss students whose efforts do not meet the Conservatory's standards.

### **Snow Days and Other Emergency Closings**

1. The College Hill Music Conservatory will follow the Cedar Falls Community School District for weather related closings.
2. The music conservatory will communicate any cancellations or schedule changes via email.

## **FINANCIAL POLICIES**

### **Lesson Fees**

1. Fees for lessons range from \$18 - \$30 per half hour dependent upon the teacher.
2. A \$1 multiple family member discount will be provided to families who have multiple family members enrolled in the Conservatory. Each member of the family will receive the \$1 discount.
3. A \$1 multiple lesson discount will be provided to students taking lessons involving multiple instruments. Each set of lessons that the student is involved in will receive the \$1 discount.
4. A \$1 discount will be provided to members of a church belonging to The Lutheran Church—Missouri Synod.

5. \$3 of each lesson price will be used to offset Conservatory expenses. The remaining amount respectively, will be designated as teacher wages.
6. **The College Hill Music Conservatory will not cover the expenses of books, equipment, materials, fees, or music unless both the teachers and the Executive Board agree to cover the cost of an item.**

#### **Payment**

1. Monthly lesson fees will be paid at the last lesson of each month.
2. Checks will be made payable to the College Hill Music Conservatory. Cash is less preferred, but still is an acceptable form of payment.
3. If a student has difficulty making a monthly payment, please notify your teacher.

**Refunds:** No refunds are available for lesson already received.

## **ADMINISTRATION**

- A. The Conservatory shall be under the direction of an Executive Committee consisting of the Director, Officer of Curriculum, Public Relations Officer, Treasurer and Secretary.
  1. Director – Maintains a balanced budget, insures the smooth operation of the Conservatory, and provides reports to the Board of Directors
  2. Officer of Curriculum – Oversees the creation of individual teachers' syllabi and evaluates teacher effectiveness. Organize recitals.
  3. Public Relations Officer – Advertises the Conservatory to area congregations and Christian schools, publicizes Conservatory events, and updates advertisements/publications as needed.
  4. Secretary – Oversees the documents pertaining to room reservations, meeting minutes, and teacher background checks. The Secretary may also contact patrons who have fallen behind on their payments.
  5. Treasurer – Manages all finances. This includes but is not limited to Conservatory purchases and paychecks.
- B. The Executive Committee shall have control over all everyday functions of the Conservatory.
- C. If the Executive Committee wishes to make any amendments or significant structural changes to the Conservatory, they must first receive approval from the College Hill Lutheran Church Board of Directors.
- D. New Executive Officers will be recommended by the incumbent Executive Committee and will require the approval from the College Hill Lutheran Church Board of Directors.
- E. Should a teacher be deemed ineffective for whatever reason by the Officer of Curriculum, he/she will bring that teacher to the attention of the Executive Board. Should the Executive Board agree with the Officer of Curriculum's assessment, the

Board will warn, reprimand, or terminate the teacher depending on the severity of the actions. No teacher may be terminated by the Executive Board without first receiving approval from the College Hill Lutheran Church Board of Directors.

- F. The Executive Board reserves the right to restrict or terminate a patron's participation in the Conservatory should the individual impact the Conservatory in a negative manner.