



MAR THOMA SYRIAN CHURCH OF MALABAR

Department of Sacred Music and Communications (DSMC)

From the President : Rt.Rev. Joseph Mar Barnabas Episcopa

Circular No. 54

Blessings and Greetings to all clergy, choir members and members of the church

Beloved in Christ,

By the Grace of God, DSMC, which came into existence in 1969 by circular No. 245 of the Most. Rev. Dr. Juhanon Mar Thoma Metropolitan, has been rendering a very valuable service to the church. As an official organ of the Mar Thoma Syrian Church, DSMC has been giving organized leadership in the church service and musical training. In 2002 DSMC got a revised constitution. In the mission of the church spread over several nations, DSMC has been bearing a very significant Christian witness. In view of the needs of the present era, the General Body which met on 17th August 2012 revised the constitution of the DSMC suitably and the Honourable Episcopal Synod approved it on 30th November 2012. The newly revised constitution has come into effect from 1st January 2013 as informed through this circular. All the activities of DSMC should be in accordance with the provisions of this constitution.

May the Grace of our Lord Jesus Christ, abound in you.

1st January 2013

From DSMC Office, Tiruvalla

Joseph Mar Barnabas Episcopa
President



DSMC CONSTITUTION

Chapter 1

Name

The name of this organisation is “Mar Thoma Syrian Church of Malabar, Department of Sacred Music and Communications.

This organisation will be known by the abbreviation DSMC

Chapter 2

Objectives (Aims)

1. Improve the quality of the music of the church and its parishes taking the following measures.
 - a) Form choirs in all the parishes and church institutions.
 - b) Give training to the choir leaders and the participants in worships and fellowships to sing with devotion and dedication.
 - c) Fix the tunes and rhythms of hymns in the eastern and western melody by measuring the notes.
 - d) Write and compose hymns and songs of high standard of poetic, musical, doctrinal and spiritual merit, tune them and publish them.
 - e) Revise and edit the existing songs and hymns to suit the contemporary taste and publish them.
2. Utilize science and technology to make use of audio-visual media artistically to popularize the Christian message.
3. Copy and keep the historical, ecclesiastical documents and records of events in multimedia and publish them.
4. Organize and implement other helpful means to attain the aims and objectives of DSMC.

Chapter 3

Office Bearers

1. Patron
Malankara Mar Thoma Metropolitan shall be the patron of this organization.
2. President



- An Episcopa, nominated by the Mar Thoma Episcopal Synod from time to time shall be the president of the DSMC General Body and Managing Committee.
3. Vice President
A clergy elected by the DSMC General Body shall be the Vice President. He can preside over the meeting of the General Body and Managing Committee in the absence of the President, with the permission of the President and discharge other responsibilities authorised by the President.
 4. Director
A clergy appointed by the Episcopal Synod shall be the Director. He shall be the secretary of the General Body and Managing Committee. He shall execute the affairs of the DSMC according to the instructions of the Managing Committee, keep the accounts of income and expenditure, maintain and keep the movable and immovable properties of DSMC and carryout the correspondence. It will be his responsibility to present the Annual Accounts of income and expenditure in the General Body. The employees of DSMC will be under his control. He will enjoy the power to take temporary disciplinary action on them according to the instructions of the President.
 5. Treasurer
DSMC will have a treasurer elected by the General Body. It will be the responsibility of the treasurer to keep the accounts of all income and expenditure within the budget, to present the budget before the meetings of the General Body and Committee, to deposit the departmental funds in the joint names of the Director and the Treasurer, to withdraw the money and to spend it.

Chapter 4

General Body

1. The General Body consisting of the following members will be vested with the general administration of DSMC.
 - a) All the Episcopas of the Mar Thoma Syrian Church
 - b) The members of the Managing Committee including the office bearers of DSMC
 - c) The elected Vice Presidents, diocesan secretaries, treasurers and elected representatives from every diocese.
 - d) Four members nominated by the DSMC President.
2. The General Body is elected for 3 years or till the next election. Two months before the expiry of the period, the Director of DSMC should inform the Diocesan Secretary the need for the election of General Body and diocesan secretary should give notice for the election under the instructions of the Diocesan Episcopa. The names of the elected members signed by the Diocesan Episcopa should be sent to the Director 30 days before the meeting of the General Body. The list of the members of the General Body should be prepared



- by the Director 3 weeks before the meeting of the General Body, published and kept in the office.
3. In the first meeting of the newly constituted General Body, election should be held for the posts of treasurer, members of the Managing Committee and auditors for the period of 3 years.
 4. The Annual General Body meeting of DSMC should be held at the time and place decided by the Managing Committee and notified by the director. The Annual Report and Annual accounts along with the budget and supplementary budget should be printed and sent along with the notice for the Annual General Body in which they should be passed. As far as possible, the annual meeting of the General Body is to be held before the end of August every year. The period of the General Body will be the same as that of the Sabha Prathinidhi Mandalam.
 5. The members of the General Body should be given 21 days notice showing the agenda.
 6. Questions about the Annual Report, Accounts and Budget to be answered in the General Body Meeting should reach the director at least 7 days before the meeting. A person is permitted to ask not more than 3 questions. The President has the authority not to answer any question for sufficient reasons.

Chapter 5

Managing Committee

1. The administration of this department will be vested in the Managing Committee consisting of the President, the Vice President, the director, the treasurer who are the office bearers and the members elected by the General Body. Two members will be elected from each of the Mar Thoma dioceses in Kerala and one member from each of the dioceses outside Kerala. These elected members should be either members of the church choir or the clergy. At least 3 of the members of the Managing Committee shall be women. If women are not elected, the Managing Committee can nominate women to the committee.
2. The Managing Committee will be in office for 3 years. But in case, there is delay in the election of the Managing Committee, the existing committee must continue in office till the new committee is elected. However, such extension of period should not exceed one year.
3. Any vacancy arising in the Managing Committee can be filled by the Managing Committee, except in the case of the President and the director. Such an appointment should be from the same category which lies vacant. Such an appointment should be reported in the next General Body and the appointment will be valid only till the end of the period of the committee. If a member of the Managing Committee loses his membership in the Choir, he will cease to be a member of the Managing Committee.
4. A person should not be elected or nominated to the Managing Committee more than twice consecutively.



5. If nobody is proposed to any of the posts, the Managing Committee will make nomination to the post in the first meeting itself and report to the General Body in its next meeting and get approval.
6. The Managing Committee will elect the representative of the DSMC to the Sabha Prathinidhi Mandalam.
7. The nomination papers for the election in the prescribed form should reach the President or the Returning Officer appointed by the President 7 days before the meeting of the General Body. The candidate, the proposer and the supporter should be members of choirs affiliated to the DSMC. If voting is necessary for the election, it should be done by secret ballot and the results declared under the responsibility of the President or the electoral officer appointed by him. The candidate should have completed 18 years of age. The nomination paper should follow the model of the form appended herewith.
8. The scrutiny of the nomination papers should be done by the President or the electoral officer at 5 P.M on the last day for submitting it. They can get the assistance of others for doing the same.
9. The eligible names in the nomination papers will be published in the DSMC Office at 10 A.M on the next day.
10. Any candidate who wants to withdraw can do so by informing the Returning officer in writing 48 hours before the meeting of the General Body. The candidate is also free to withdraw candidature even one hour before the voting begins in order to avoid voting.
11. If voting becomes necessary for any post, the names of candidates for that post should be arranged in the order of English alphabet by the president or the Returning officer and the voting held. The representatives of the dioceses to the Managing Committee should be elected after arranging the names of candidates for each diocese separately.
12. The committee should decide place, time and arrangements for the voting.
13. In case there is any complaint about election, it should be submitted to the President within 7 days after the declaration of election results, along with the receipt for Rs. 200/- remitted in the office for this purpose and with documents/evidence. If there is a complaint about the decision of the President, appeal can be submitted to the Metropolitan and his decision will be final.
14. If two candidates get equal number of votes, the matter will be decided by casting lots.
15. The committee will meet according to the notice sent by the director under the President's instruction and the quorum of the committee will be 30% of the total number of members. If there is no quorum the meeting should be postponed to another date 7 days after that and the director should send notice showing same agenda. There shall be no need for a quorum in that meeting.
16. For ordinary meetings there should be 7 days notice in writing. But emergency meetings can be convened with 2 days notice.
17. The Managing Committee should meet at least 4 times a year.
18. The powers of Managing Committee



- a) Implement programmes and projects to attain the goals/objectives of DSMC.
 - b) Carry out the decisions of the General Body.
 - c) Raise funds for the programmes and spend it.
 - d) Frame rules for the functioning of the activities according to the constitution and to appoint sub committees for that purpose.
 - e) Depute representatives of DSMC to the Sabha Mandalam or other institutions or conferences.
 - f) Appoint necessary staff for the functioning of DSMC.
 - g) Implement the terms and conditions of the staff according to the decisions of the General Body.
 - h) Take disciplinary action against the staff including dismissal from service, if necessary.
 - i) Appoint internal and external auditors.
19. The clergy will lose the membership in DSMC General Body/Managing Committee when they are transferred to other dioceses by general transfer. The Managing Committee can appoint new clergy to the above posts.

Chapter 6

Choir – Membership

1. Every parish should have choir of selected members under the responsibility of the vicar. Separate choirs of different languages can also be formed with the special permission of the diocesan episcopa. The choirs will be known by the names of the parish.
2. Choir members are selected by voice test from the members of the parish who regularly attend the church service and are aged above 9 years. They must take a prescribed pledge to become a member of the choir. The pledge should be renewed on the day of the dedication of the choir.
3. In order to form a new choir in the parish or the congregation the notice for the voice test (audition) should be announced during the service on two Sundays.
4. Those who want to be selected to the choir have to sing a hymn from the 'Kristeeya Keerthanangal', selected by the choir committee and announced in advance. The choir committee will have the right to make changes in the hymn for voice test on the basis of language.
5. Those who conduct the voice test and award marks should not be members of the same parish. There should be at least two examiners for the voice test.
6. Those who secure 40% or more marks in the voice test will be eligible for membership in the choir. The choir committee should fix the number of members in the choir and announce it in advance taking into consideration the total membership of the parish and the available seating facility in the church.
7. Separate rank lists should be prepared for male and female sections on the basis of the total marks awarded to each and it should be announced forthwith. The



- vicar will give membership to the required number according to the rank list of both sections.
8. The remaining candidates who secured 40% or more marks in the rank list should be included in a waiting list.
 9. The rank list of the existing members of the choir should be renewed every five years by conducting voice test and list should be maintained. Those who get less than 40% marks in the voice test will automatically lose their membership in the choir.
 10. When there arises the need for new members in the choir, voice test should be held for them separately and their rank list should be recorded below the rank list of the existing members.
 11. All records of the selection of choir members should be kept by the vicar in the file for the church choir. The choir master should keep a copy of the final rank list.
 12. The vicar can cancel the membership of those who fail to be present in the choir more than 3 Sundays consecutively or fail to get at least 70% attendance every year.
 13. If a member of the choir applies for leave in writing, the vicar can grant leave.
 14. If the vicar is convinced that the membership of a person should be cancelled, the matter should be reported to the Diocesan Episcopa. The decision of the Episcopa will be final.

Chapter 7

Parish Choir- Administrative committee

1. The choir will have a committee including the office bearers elected from the members of the choir. The vicar will be the president of the choir committee.
2. In the first meeting of the general body of the choir formed after voice test, the following office bearers and committee members will be elected; Choir Master, Asst. Choir Master, secretary, treasurer. If the Choir Master is from the male section, the Asst.choir master may be from the female section.
3. The committee will last for one year.
4. For every ten members one committee member will be elected.
5. The Choir Master from the choir committee thus formed will be a member of the Parish Executive Committee (Edavaka kaisthana samithy) subject to the sabha constitution. Only the choir affiliated to the DSMC will have the right to have a representative in the Parish Executive Committee.
6. The decision of the committee will be subject to the approval of the general body of the choir. The general body should meet at least once in a year.
7. The Choir Master will pay attention mainly to the matters of music, while the secretary will deal with the organisational matters and the treasurer shall deal with financial matters. The general body shall meet before the month of June and pass annual report, audited accounts and budget approved by the committee. The choir will have an attendance register.



8. In case the choir is invited by another parish or institution to sing there, the written permission of the vicar of that parish or the proper authority of the institution should be obtained in advance.
9. In case the existing choir of a parish has serious difficulty in participating in the “sacraments of the parish”, another choir from outside can be allowed to participate with the permission of the vicar.

Chapter 8

Choir - Affiliation

1. When a choir wants registration of DSMC, the fee fixed by the Managing Committee from time to time should be paid and get the certificate of affiliation or renewal of it. The period of validity of the affiliation will be from the date of affiliation to the next March 31.
2. In order to get affiliation or renew the affiliation, the prescribed form should be filled up in duplicate and submitted with the fees to the DSMC office. If there is any arrears of affiliation fee to be paid, it should be paid to renew the affiliation.
3. If it is necessary, a junior choir can be formed under the leadership of the choir. There is no age limit for the junior choir. The members of the junior choir have no membership in the general body of the choir.
4. When choirs take part in competitions, a member of an affiliated choir should not join another affiliated choir for competition.
5. The DSMC director or a diocesan secretary can convene meetings of the members or choir masters of affiliated choirs whenever necessary.
6. If the smooth functioning of the parish choir is obstructed, the vicar can temporarily suspend the choir in consultation with the diocesan episcopa.
7. The existing choir can be dismissed whenever necessary and a new choir formed after voice test only with the prior permission of the diocesan episcopa. The decision of the diocesan episcopa will be final in case of a dispute.

Chapter 9

Diocesan General Body

1. A general body should be formed at the diocesan level with the permission of the diocesan president in order to make the functioning of DSMC more effective and widespread.
 - a) The director of DSMC should request the diocesan episcopa to convene such a meeting for the first time. The diocesan episcopa will make the arrangements for the meeting. At least 30 days notice should be given for such a meeting of the general body.



- b) The DSMC diocesan secretary, treasurer, committee members and auditor will be elected in the meeting of general body thus convened.
2. The diocesan episcopa will preside over diocesan general body of DSMC.
3. The diocesan general body will include the following members.
 - a) An elected representative of each affiliated choir.
 - b) A clergy from each of the diocesan centres, nominated by the diocesan episcopa.
 - c) The diocesan vice president of DSMC.
 - d) DSMC director
 - e) DSMC diocesan secretary
 - f) DSMC diocesan treasurer
4. The following will be members of the diocesan committee:-
 - a) The president- diocesan episcopa
 - b) The vice president – The diocesan vicar general or a clergy deputed by the diocesan episcopa
 - c) DSMC diocesan secretary
 - d) DSMC treasurer
 - e) 5 committee members
5. 5 representatives of the diocesan general body should be elected to the central general body(DSMC general body). It should include a clergy and a woman.
6. Each diocese will have an auditor, elected by the general body.
7. The diocesan DSMC secretary is expected to fulfil the following eligibility criteria:-
 - a) He should be a member of the choir of any of the parishes in the diocese and aged above 25years.
 - b) He should be interested in church worship service and music and be able to give leadership in music training.
8. The duties of the secretary:-
 - a) Offer help to form choirs and to affiliate them or renew their application according to the DSMC constitution and in consultation with the vicars of the parishes.
 - b) Organise regional programmes for the affiliated choirs and music services as directed by the diocesan committee.
 - c) Submit annual report of the activities to the DSMC director.
9. The secretary should not participate in the competitions of the choirs in the parishes.
10. The diocesan episcopa can terminate the service of the secretary before the end of the period of his appointment, if there are sufficient reasons.
11. The duty of the treasurer is to do what is necessary to improve the financial position of DSMC and to present the annual accounts.



Chapter 10

Constitution Amendments

1. If the Managing Committee is of the opinion that some changes should be made in the existing constitution or at least 25 members of the DSMC general body give in writing to the director some amendments in the constitution, the matter should be included in the agenda of the next meeting of the general body and notice given. In the meeting thus convened decision will be taken with 2/3 majority of the members present. The constitution amendment should be approved by the Episcopal Synod.
2. If there is any dispute about the DSMC administration, the decision of the Metropolitan will be final.





Appendix

Nomination Paper

We propose the name of the following candidate for the post of..... of the Department of Sacred Music and Communications of Malankara Mar Thoma Syrian Church.

	Candidate	Proposer	Supporter
Name			
Membership No.			
Address			
Diocese			
Parish represented			
Signature			

I consent to stand as a candidate for the above post.

Date:

Signature of the candidate.

DSMC