



August 2014

The Guild of Church Musicians
**Archbishops' Preliminary Certificate in Church Music
For Instrumentalists and Singers**

GENERAL INFORMATION

1. The Archbishops' Preliminary Certificate in Church Music is an introductory-level course that may be undertaken as a 'stand-alone' project or as preparation for further study with the Guild.
2. The Preliminary Certificate is open to adults, teenagers and children and is examined at a depth appropriate to the candidate's age and experience, subject to the minimum technical standards specified in the Syllabus below.
3. Candidates who belong to a group/parish with corporate Guild membership do not have to join as individual members prior to enrolling. Candidates over 18 years of age without access to corporate membership must have individual Guild membership; candidates under 18 need only be sponsored by a Guild member.
4. Examinations are normally held in the candidate's church; if this is not practicable, other locations may be approved by the Director of Studies or Australian Advisory Council Chair.
5. Preliminary Certificate candidates must perform two prepared pieces, undergo a viva voce examination and submit a written assignment. The prepared pieces and viva voce are normally assessed on the same day, usually within 1–2 months of enrolling. The written assignment is submitted to the Australian Registrar at the address above, two weeks prior to the practical examinations.
6. Where possible, the candidate's prepared pieces are presented at a normal rehearsal or service. Several choristers/group members may be examined at this rehearsal/service where more than one has enrolled for Preliminary Certificate. Viva voce examinations are conducted individually in private, not in front of the candidate's group, choir or congregation.
7. The examination fee (listed on the Enrolment Form) and the Enrolment Form must be sent to the Australian Registrar at the address above at least one month prior to the time the candidate would like to be examined.
8. To pass, candidates must achieve at least 50% in each section, and an overall mark of at least 70%.
9. Candidates must complete all parts of the Certificate within 4 years of commencing study.
10. Candidates **over the age of 18 years** must submit a completed Guild Cover Sheet with their written work to declare the work is the candidate's own except where references have been given, and has not been submitted for any other formal examination (such as a degree or diploma). The Cover Sheet is available from the Guild's Australian website <<http://www.guildofchurchmusicians.org.au>>. Candidates under 18 years are exempt from this requirement.
11. Preliminary Certificates are normally presented to successful candidates at the Guild's annual Festival Service in Sydney. In most years, the service is at the Guild Church in Australia, St John the Evangelist Anglican Church, 754 Pacific Highway, Gordon NSW 2072.
12. The enrolment form is at the end of this document, and may also be obtained from the Guild's website <<http://www.guildofchurchmusicians.org.au>> or from the Australian Registrar or Advisory Council Chair at the contact details above.
13. After an enrolment form is received, the Guild will contact the candidate for any necessary discussion and to provide the examiner's name.

Archbishops' Preliminary Certificate in Church Music Syllabus

Date of syllabus approval: December 2006

PRACTICAL EXAMINATION

Prepared pieces

- 1) The candidate must perform two contrasting pieces of their own choice that are or would be appropriate for worship in their particular parish and denomination.
- 2) Titles and composers must be listed on the enrolment form.
- 3) Where possible, prepared pieces are assessed during a normal rehearsal or service, thus a candidate who does not normally play or sing solos does not have to do so for the examination. If the examiner cannot clearly hear the candidate, he/she may ask the candidate to perform some of their parts during the privately-conducted viva voce.

Note: *a candidate must demonstrate technical skill at AMEB/TCL/ABRSM Grade 3 or equivalent. The Guild, however, does not require candidates to learn and perform liturgical pieces that would not normally be suitable for their liturgies in order to meet this requirement. Where the prepared pieces do not demonstrate this skill level, the examiner may contact the candidate in advance regarding a third prepared piece to be performed privately during the viva voce, which need only be of the required standard, and not necessarily a liturgical piece e.g. an AMEB/TCL/ABRSM grade book piece, a secular song or instrumental item, etc.*

Viva Voce

- 1) General questions. The candidate will be asked questions appropriate to their age and experience on:
 - a) the rudiments of music,
 - b) aspects of vocal technique / playing technique of their chosen instrument,
 - c) the service of Holy Communion, Eucharist, Mass or any form of weekly service in regular use at the candidate's place of worship, and
 - d) The liturgical calendar.
- 2) Ear tests. The candidate must detect wrong notes in the melody of a hymn tune or chant played by the examiner whilst the candidate follows the music or score.
- 3) Sight-reading. The candidate must play or sing a simple hymn tune, having studied the music for five minutes beforehand. Organists may choose to omit pedals.

WRITTEN ASSIGNMENT

- 1) The candidate must submit a written assignment on a subject of their own choice.
- 2) The subject must be included on the enrolment form. Candidates are most welcome to discuss the choice of subject with the Director of Studies or New Zealand Representative prior to enrolment. Some suggested topics are:
 - *The hymn book that we use most frequently at our church.*
 - *A brief history of our parish, with special reference to the music.*
 - *How music of different styles and historical periods is used in our church.*
 - *How the liturgical calendar is evidenced in worship.*
 - *The organ and its use in worship.*

As in the practical examinations, the candidate's age and experience are taken into consideration in marking written assignments. The following word limits should be used as guidelines:

- *Candidates under 16: 1500 words.*
- *Candidates 16 years and over: 3000 words.*

ARCHBISHOPS' PRELIMINARY CERTIFICATE IN CHURCH MUSIC

Application Form

PLEASE READ THE PRELIMINARY CERTIFICATE GENERAL INFORMATION AND SYLLABUS (AVAILABLE FROM <<http://www.guildofchurchmusicians.org.au>>) BEFORE COMPLETING THE ENROLMENT FORM

Personal Details	
Title (Mr, Ms, etc.) and First Name(s): 	Family Name:
Correspondence Address: <hr/> <hr/> <hr/>	Church Details: <hr/> <hr/> <hr/>
Home phone: _____ Mobile: _____ Fax: _____ E-mail: _____ Denomination: _____	Contact person: _____ Phone: _____ Mobile: _____ Fax: _____ E-mail: _____

I am under 18 years of age and am sponsored by Guild member.

My age: _____ Sponsors name: _____

Sponsor's signature: _____

I am a Guild member (Membership Number: _____)

I belong to an organisation/group with Corporate membership.

(Group/Organisation Name: _____)

I enclose the examination fee of AUS\$95.

*Please make your cheque payable to **The Guild of Church Musicians** and forward to:*

The Examinations Secretary
 Guild of Church Musicians
 PO Box 420
 Gordon NSW 2072 AUSTRALIA.

Additional Information

Technical standard reached so far:

AMEB (grade, instrument & year of examination): _____

Trinity College (grade, instrument & year of examination): _____

Other organisation/equivalent study/experience: _____

I have the following experience in Church Music:

I would like to undertake the Preliminary Certificate in the following category:

Choir Singer Singer Instrumentalist (specify instrument: _____)

Prepared Pieces:

Title 1: _____

Composer: _____

Title 2: _____

Composer: _____

(Please remember to supply a copy of each piece for the examiner on the day of the examination.)

Title of Project:

Any other relevant information about yourself or the conditions of your examination (disabled access or assistance required, known dates of unavailability for examination, etc.):

Declaration:

I agree to abide by the decision of the examiners and accept the Guild of Church Musicians' conditions of enrolment.

Signed: _____ (Candidate) Date: _____