1802 Minnesota Avenue
Duluth, Minnesota 55802
January 1, 1984

Mrs. Helen Anne Kohlbry, Chair
Music Committee, Pilgrim Church
110 South 36 Avenue East
Duluth, Minnesota 55804

Dear Helen Anne,

The Personnel Committee has sent you a copy of suggested Job Description and Personnel Policies for the position of Music Director at Pilgrim Congregational Church. The Committee would appreciate having the Music Committee review these and send its comments and recommended revisions to the Personnel Committee.

The Personnel Committee has met twice with Dan Jaeckel, the most recent meeting being to discuss these documents and the time analysis he had provided at our request. As a result of this meeting there are two points we would like the Music Committee to consider:

1. Dan's time analysis shows he put in over 20 hours a week last year. The Personnel Committee's understanding is that the position of Director of Music would be considered a ten to fifteen hour per week assignment in the church budget. Are there some responsibilities on Dan's list that might be carried out by the Music Committee or in other ways the church might bring this into line?

2. Dan requested that rather than providing five Sundays off and two weeks' paid vacation, the position provide seven Sundays and Mondays off per year.

We appreciate your study of this information and look forward to your recommendations. We anticipate this portion of Pilgrim's Personnel Policies will not be finalized until Mr. Fitzgerald has had an opportunity to consider them as well.

Thank you for your assistance to the Personnel Committee.

Sincerely,

Ruth Lewis

Ruth Lewis, Convener
Personnel Committee

CC to Mr. Robert Heller, Moderator
Mr. John D. Morrison, Personnel Committee

PILGRIM CONGREGATIONAL CHURCH

Music Committee

January 10, 1984 7:00 p.m.

PRESENT: Helen Anne Kohlbry (Chairman), Barry Peterson, Ann Anderson, Syb Adams, Chuck Hoffman, Dan Jaeckel, Joan Smaby, Liz Peterson (Diaconate) and Mike Downing (Confirmand).

A. Christmas Eve:
1. Helen Anne reported that the piano was tuned for the Christmas Eve program.
2. The committee agreed that there was a good balance of choir singing and congregational singing of hymns.

B. Choir/Music Director
1. After reviewing Dan's job description as music director and seeing that more time is being spent than was originally anticipated, the Personnel Committee has asked if the Music Committee can do anything that would help distribute some of the duties. Discussion followed. Barry Peterson suggested that after the Trustees have established budget allotments and the Personnel Comm. has submitted a salary figure, we then decide whether to make cuts and/or distribute duties among committee members. The committee will also review the job description with percentage of time spent in each area.

C. Function of Music Committee:
1. The committee plans to identify and establish a set of criteria describing its function. Syb Adams suggested we first go over existing by-laws and Dan's job description. Pat will send out copies of both along with the minutes. By the next meeting, we should have suggestions for any changes we would like to see made.

D. An album by Richard Heschke, organist, was passed around. Mr. Heschke recorded the album using an organ built by Dan Jaeckel in New Ulm, Minn. at the Cathedral of Holy Trinity.

Respectfully submitted,

Joan Smaby, secretary

The next meeting will be at 7 p.m. Tuesday, February 7 in the small dining room. Please call the church office (724-8503) if you cannot attend.

Enc:
Itemized Job Description and Time Analysis of Director of Music position, Sept., 1983 by Dan Jaeckel
Article B - Committees, §2. Music Committee from church bylaws.

FOR PERSONNEL COMMITTEE

Itemized Job Description and Time Analysis of Director of Music Position

Pilgrim Church UCC

September, 1983

Percentage of total hours for 1983	Catagory
A. 25%	A. Planning and Organizational
	Choral music study and preparation
	Planning church year of choral, organ, instrumental music, hymn suggestions
	Ordering music and directing its payment
	Cataloging, organizing , and listing entire choral library (past & present)
	Writing out special choral and instrumental parts
	Arranging and composing music in all the areas
	Preparation of letters to regular choir members
	Preparation of letters to prospective choir members.
	Recruiting choral and instrumental personnel in local high schools and colleges
	Arranging for use of harpsichords, moving them and tuning them
	Arranging salaries for soloists, & instr. fees
B. 30%	B. Practice and Rehearsals
	Organ practice for services, choir, and special events
	Choir rehearsals and extra rehearsals
	Rehearsing soloists and small vocal ensembles
	Rehearsing instrumentalists
	Contacting and arranging for use of instrumentalists
C. 10%	C. Services, special services, and other church events
	Sunday services
	Thanksgiving services (1)
	Christmas Eve services (2)
	Maunday Thursday (?)
	Major choral work
	Concert
	Combined choirs presentation
	Preparing, ordering, distributing tapes of particular music events
	Weddings, funerals and rehearsals for these
D. 10%	D. Children's Music Coordination
	Search and interviews for children's music director
	Supervise children's music director
	Order instruments and bells
	Order music
	Rehearse bell choirs (late winter and spring)
	Inventory of music supplies
	Organizing music files (past & present)
	Regular meetings with children's music dir.

E. 15% — E. Church meetings and other church involvements
- Preparation of annual Report
- Work with pastors and continue communication and planning with them
- Preparation of wedding music guide for couples
- Work with Music Committee and continue communication and planning with them
- Prepare agenda for Music Committee
- Re-designing of choir loft
- Material for PilgrimNews
- Inventory of pianos
- Contacting piano tuners and repairmen and meeting with them
- Preparation of annual music budget
- Aiding in planning of music for Christmas pageant
- Adult education session - preparation and presentation
- Planning of weekly music, particularly for organ, based on pastors' hymn choice
- weekly coordinating of Sunday worship service layout with pastors and secretary
- Meeting with Personnel Committee
- Preparation of time and job description
- Select Diaconate and Church Council meetings
- Coordinating related music of Harbor Brass

F. 5% — F. Organ Maintainance
- Contacting and coordinating the work of the organ tuner and repair person
- Making written recommendations concerning organ status
- Tuning and adjusting organ at times other than the biannual visits of tuner

G. 5% — G. Professional and Educational activities related to position as Director of Music

Total hours for the year, 1983, : 1120 hrs.

FROM CONSTITUTION AND BYLAWS OF
PILGRIM CONGREGATIONAL CHURCH

Article B - Committees

§2. The Music Committee shall assist the Diaconate regarding music of the Church and shall consist of six (6) members, two to be elected for a three year term at each Annual Meeting of the Congregation. After serving two (2) consecutive terms, a member shall be ineligible for re-election for one (1) year. The committee shall hold meeting at the call of the chairperson or the Minister or of two (2) members of the committee.

The Committee, with the approval of the Minister, shall select the choir director or directors, who shall consult with the Minister in the selection of the music of the Church and the determination of the personnel of the choir. It shall have charge of the music and the property having to do with the music of the Church, and the disposition of the funds directed by the Board of Trustees therefor.

Minutes of February 7, 1984 Meeting

Minutes of Meeting of Music Committee

A regular meeting of the Music Committee was held on Tuesday Feb. 7, 1984 at 7:00 P.M. in the Small Dining Room of the Church. Helen Anne Kohlbry presided.

Present were Ann Anderson, Barry Peterson, George Killough, and Sib Adams. Ex-Officio members attending were Dan Jaeckl, Chuck Hoffman and Mike Downing, the rep resentative from Pilgrim Fellowship. and Bob Rhode, President of the Trustees.
The first item of business was to consider how we can help our Music Director. Dan gave us a list of several areas in which he could use the help of the Music Committee:

a. Making an inventory of the sheet music; some of it is currently in boxes, almost impossible to get at.
b. Thank the special solosits. Solution: Dan will give to the minister each Sunday a note indicating to whom thanks are due, so he can announce it from the pulpit.
c. Transpose some music into parts. Chuck Hoffman will do this.
d. Recruit singers for the choir through high schools and the colleges. Ann will advertise at UMD, Sib will write letter in late summer and at beginning of year to head of music at the high schools. A suggestion was made to contact Hawley.
e. Contact instrumentalists regarding performance and wages.
f. Prepare the Annual report. Barry and Helen Anne will prepare it about April 18 for the May 9 meeting.
g. Help in preparing a guide for wedding music. Ann will help.
h. Write articles for the music committee to be published in the Pilgrim News. Sib will do this.
i. Contact piano tuners for tunings twice a year.
j. Help plan the music for the Christmas pageant - and the accompanist.
k. Plan the program representing the Music Committee in the Adult Education session each year on Palm Sunday.
l. Coordinate the Children's music program with selection, musicm and rehearsals. Liz explained that Stan Wilkinson is not doing the children's music any more, and told us that Jan Gerber is handling the vocal music. Nobody is doing the bell choir.

The second item of business concerned the plans for the Matinee Musicale to have a Trumpet and Organist soloists for their last program in 1985. Will our organ be in shape to be played at that time? Bob Rhode explained that we must have a contract with outside groups for insurance purp oses, that we receive only $175.00 for rental, and that he felt that if the organist wanted to use our facilities he could but that he should go elsewhere if our organ is not satisfactory. He stated that we are not altering our organ just for the Matinee Musicale.

Thirdly, it was announced that Char Thatcher, our soprano soloist, is leaving at the end of April. Dan asked for names of others to contact. He suggested that standards might be set for auditions so that he would know what the church people wanted in a soloist.

The last item of business was brought up by Bob Rhode of the Trustees. He wanted to know what the budgeted request of $3500 would cover, specifically. The Trustees would want a contract defining the coverage in detail. Before we plan on repairs, the money must be available and the repairman must be responsible. Barry asked if the Music Committee could count on $3,000 every year so that we could make a contract for repairs to be sp read over a ten-year period, for example. Bob said "No".

Bob alSO indicated that the Trustees would like to know who is permitted to rehearse on the organ. A policy was established by the Committee a year or so ago, leaving this to the discretion of the Music Director.

Sib suggested that we should have an estimate from a reliable Minneapolis xxpxx organ repair service as to the condition of our organ before we proceed further with organ repairs.

The Trustees would like a definite contract regarding the repairs that are planned. in case the budget goal is reached. Currently they have reached $122,000 of the goal of $135.000.
Meeting adjourned at 9:00 P.M.

Respectfully submitted,
Elizabeth C. Adams
Secretary pro-tem.

THE NEXT MEETING OF THE MUSIC COMMITTEE IS AT 7:00 P.M. TUESDAY, MARCH 6th

at the church. Please call the office (724-8503) is you cannot attend.

PILGRIM CONGREGATIONAL CHURCH

2310 East Fourth Street, Duluth, Minnesota 55812 • Telephone 218-724-8503

620 Ridgewood Road
Duluth, Minnesota 55804

March 13, 1984

Mr. Robert Mix
710 Woodland Avenue
Duluth, Minnesota 55812

Dear Bob,

As a member of the Music Committee of Pilgrim Congregational Church, I am writing you to ask if you might have some students in your music groups who would be interested in expanding their vocal experience by singing in our church choir.

We are pleased with our Music Director, Dan Jaeckel, and know that he would enjoy working with your students in our choir. Interested students can contact him at the church (724-8503) during working hours, or at his home (525-5851) in the evenings.

Choir practices are held on Monday evenings at 7:30 p.m. for a couple of hours, and before the Sunday service, which is at 10:00 a.m. The church is located at 2310 East Fourth Street.

We would appreciate so much your recommendation to your students of this opportunity to increase their musical experience. Except for the four soloists, the choir members are volunteers.

Sincerely,

Jeb

Mrs. John T. Adams

JTA:pw
enc.

Ministers: John D. Fitzgerald and Elizabeth N. Oettinger • *Music Director:* Daniel J. Jaeckel • *Secretary:* Patricia Welborn

Dear Bob -

To Mr. Robert Mix

710 Woodland Ave.
Duluth - 55812

Sample for Dan - call me regarding suggestions

Bill
724-2244

Dear Dick

Mr. Richard Roby
3701 Trinity Rd.
Duluth - 55805 or 55811

Dear ma Nichols

Ms. Gayle Nichols
Duluth Cathedral School
1215 Rice Lake Rd.
Duluth, Minn. - 558

620 Ridgewood Rd.
Duluth, Minn. - 55804
Date _____

Dear _____,

As a member of the Music Committee of Pilgrim Congregational Church, I am writing you to ask if you might have some students in your music groups who would be interested in expanding their vocal experience by singing in our church choir.

We are pleased with our Music Director, Dan Jaeckel, and know that he would enjoy working with your students in our choir. Interested students can contact him at the church - 724-8503 - during working hours, or at his home - at 525-5851-in the evenings.

Choir practices are held on Monday evenings at 7: 30 P.M. for a couple of hours, and before the Sunday service, which is at 10:00 A.M. The church is located at 2310 E. 4th St.

We would appreciate so much your recommendation to your students of this opportunity to increase their musical experience. Except for the four soloists, the choir members are volunteers.

Sincerely,

_____
Mrs. John T. Adams

Send adaptation of letter to Mr. Lloyd Hawley
9987 North Shore Drive
Duluth - 55804

Dear Lloyd. —

"customers or other friends in your acquaintance" — (Not students, etc.)

He is the owner of Hawley Music, Inc. —

Mailed 3-14-83

PILGRIM CONGREGATIONAL CHURCH

Music Committee Meeting
Minutes, April 3, 7 p.m.

PRESENT: Helen Anne Kohlbry, Syb Adams, Ann Anderson, Liz Peterson, Chuck Hoffman, Joan Smaby, Liz Oettinger, Assoc. Minister, and Mike Downing and Susan Hedenberg, confirmands.

I. Char Peterson is not moving so no replacement is necessary.

II. Ann Anderson and Joan Smaby will help Dan Jaeckel with cataloging of church music. Erik Hoffman has also volunteered help.

III. Barry Peter and Helen Anne K. will work on the Music Committee Annual Report due on April 15th.

IV. The Music Committee is responsible for the Palm Sunday Adult Ed. program. Suggestions:

a. Present 4 hymns, Explain and discuss poetic history, meaning (Syb Adams).
b. Have Dan J. discuss our church organ, explain how it works (Ann Anderson).
c. Turn back to Adult Ed committee for their ideas on plan to dismiss church at 11 a.m.
d. Helen Anne will cal Dan J. about the above and let Liz Oettinger know by Tues. April 10th.

V. Helen Anne read a letter from Lurth about possible organ repair.

a. Needed repairs can be made for $3000 plus a $250 service charge.

VI. Chuck Hoffman reported that our choir membership has increased by three: Elizabeth Fitzgerald (soprano); Roy Magney (baritone), and Nancy Heller,(alto).

Respectfully submitted,

Joan Smaby, Secretary

The next meeting will be at 7 p.m. Tuesday, May 1, 1984

JS:pw

PILGRIM CONGREGATIONAL CHURCH
Music Committee Meeting
7 p.m. Tuesday, May 1st.

PRESENT: Helen Anne Kohlbry, Ann Anderson, Chuck Hoffman, Syb Adams, Dan Jaeckel, Joan Smaby.

1. Children's Music - Dan J. reported that Jan Gerber is experiencing some problems with attendance at Children's Choir meetings after church. The number attending varies from Sunday to Sunday. The committee recommended a time change--possibly to Wednesday p.m. after school.

The Music Committee also will recommend to the Christian Education Committee Jan Gerber, as new Children's Music Director and suggests the same salary as paid previous directors.

II. Repair and maintenance of Church Organ.
A. A letter from the Lurth Organ Co. was read by Helen Anne. Maintenance and repair times were outlined and an estimate of cost given.

B. After discussion of the above, the committee recommended that two other companies be contacted for further estimates. Helen Anne will contact John Obermeir and J. R. Gould and Son. Estimates will be sought for the most essential work needed. She will also request itemized work items along with rates for annual service and tuning. The committee would like the estimates completed by June 1st and, if possible, to have the necessary work commence during the summer for completion by Fall, 1984.

The June meeting time will be announced.

Respectfully submitted,
Joan Smaby, Sec'y

THE MUSIC COMMITTEE WILL HOLD AN IMPORTANT MEETING ON TUESDAY, JUNE 5, 1984 AT 7:00 P.M. PLEASE BE PRESENT. IF YOU ARE UNABLE TO COME, PLEASE CALL THE CHURCH OFFICE, 724-8503.

JS:pw

THE NEXT MEETING OF THE MUSIC COMMITTEE IS AT 7:00 P.M. TUESDAY, SEPT. 4, 1984 IN THE SMALL DINING ROOM. AGENDA ITEMS INCLUDE: Election of officers, 1985 budget.

PILGRIM CONGREGATIONAL CHURCH

Music Committee
Meeting June 5, 1984 7:00 p.m.

PRESENT: Helen Anne Kohlbry, chairman; Ann Anderson, Barry Peterson, George Killough, Joan Smaby.

I. Church organ: Helen Anne reported on her meeting with Clarence W. Gould. His subsequent letter with recommendations for the organ is on file in the Music Committee notebook.

a. From the Gould letter: two major problems should be handled first:
   1. coupler pneumatic system (replace for $500).
   2. blower room reservoir ($780).

b. Music Committee will recommend bo the Bd. of Trustees we have Gould do two major repairs for $1280. Done

II. Chairmanship for 1984-85

a. Barry Peterson will call Chuck HOffman to ask if he will accept chair position.

The meeting was adjourned.

Respectfully submitted,

Joan Smaby, secretary

C

		1985
Sub.	245	280
	600	600
Choir fees	3600 (4200 inc. summer)	

100/ month - soloist
choir 120/ month = 20% raise

JS:pw

instrumentalists $15 = asked 17.50 = budget ($20.00)

3,625 = maintenance

Barry —

1984	~~1985~~ - 85
9874.80	
9875	

13.33⅓
9 ⟌120.

9314
.067

Clarence Gould — Dick Lurtle — David Rutford

Repair organ as is — change — as is — change

2nd Tues. — Trustees — Jack Sellwood —

Tuning — organ — Gould $250

Tuning — piano — Ed Beaver $40.00

PILGRIM CONGREGATIONAL CHURCH
Music Committee Minutes
September 4, 1984, 7:00 p.m.

PRESENT: Barry Peterson, George Killough, Ann Anderson, Joan Smaby; also Dan Jaeckel and Jack Fitzgerald

I. Resignation of Chuck Hoffman
   A. Barry Peterson will contact Chuck to request an official resignation.
   B. The Music Committee will then notify the Nominating Committee of the vacancy on the committee.

II. Organ
   A. The repair was done at a cost of $1,280.00.
   B. Dan reported a positive difference.
   C. Jack suggested we look at the organ in three separate categories.
      1. The cost for an overall first-class repair.
      2. The cost of specific repairs--Dan identifying those specifics.
      3. The cost of maintenance over succeeding years.
   D. The names suggested by Dan for cost estimates are those of Gould, Obermeier, Lurth and Rutford.

III. Music Budget
   A. Dan presented his 1984 budget plus requests for 1985 (copy in music file).
   B. George made a motion we approve the budget (second by Barry), carried. Total budget is $9,874.80.
   C. Ann will give the budget to Jack Sellwood (Board of Trustees) for approval.

IV. Barry requested the list of music for the year. (Joan will ask Pat to include list with the minutes.)

V. Election of Chairman
   A. Ann Anderson was elected unanimously; George Killough will co-chair.

VI. Children's Music Director
   A. Reviewed a copy of suggested job description and contract requirements submitted by the Board of Christian Education.
   B. The Music Committee suggests we seek a person with music and teaching experience.
   C. Ann will contact Helen Nelson and Jeff Eastman for possible names.
   D. Other names suggested were: Linda Talbot, Susan Laduc, Rachel Luing, Andy Livingston, Jan Gerber.

VII. Instrumentalists
   A. Dan reported that the Music Budget for instrumentalists is used up. In order to provide instrumental music for the remainder of the year the Music Committee will ask the Board of Trustees for a dollar amount. Dan will come up with the figure and submit it. A possible transfer from remaining maintenance funds was suggested.

The meeting was adjourned at 9:00 p.m.

Joan Smaby, secretary

THE NEXT MEETING IS AT 7:00 P.M. TUESDAY, OCTOBER 2, 1984.

THE NEXT MEETING OF THE MUSIC COMMITTEE IS AT 7:00 p.m. TUESDAY, SEPT. 4, 1984 IN THE SMALL DINING ROOM. Agenda items include: Election of officers and 1985 budget.

PILGRIM CONGREGATIONAL CHURCH

Music Committee
Meeting June 5, 1984 7:00 p.m.

PRESENT: Helen Anne Kohlbry, chairman; Ann Anderson, Berry Peterson, George Killough, Joan Smaby.

I. Church organ: Helen Anne reported on her meeting with Clarence W. Gould. His subsequent letter with recommendations for the organ is on file in the Music Committee notebook.

a. From the Gould letter: two major problems should be handled first:
   1. coupler pneumatic system (replace for $500).
   2. blower room reservoir ($780).

b. Music Committee will recommend bo the Bd. of Trustees we have Gould do two major repairs for $1280.

II. Chairmanship for 1984-85

a. Barry Peterson will call Chuck HOffman to ask if he will accept chair position.

The meeting was adjourned.

Respectfully submitted,

Joan Smaby, secretary

JS:pw

9/17/84

Ann:

I will not be able to complete my term on the music committee.

Chuck Hoffman

PILGRIM CONGREGATIONAL CHURCH

Music Committee Meeting
7 p.m. Tuesday, October 2, 1984

PRESENT: Ann Anderson, Helen Anne Kohlbry, George Killough, and Barry Peterson. Also present was Jack Fitzgerald.

1. The reading of the minutes of the last committee meeting was waived.

2. Ann Anderson announced that, as chairperson of this committee, she will try to limit all committee meetings to not more than one hour in length, if at all possible.

3. The question of repair and maintenance of the church organ, as well as its possible replacement, was discussed extensively. There was a review of Helen's meeting with Mr. Gould last spring, during which he indicated that the maintenance of the church organ on an as needed basis would, in his opinion, be a waste of time and money, and that instead the Church should consider replacing each division of the organ, one at a time. The committee was also reminded that in the opinion of our organist, Dan Jaeckel, the present organ is not worth rebuilding, but should be replaced. It was the consensus of the committee that before any intelligent decision can be made, that we will first need some comparative cost figures, which should include (a) repairs of the organ on an ongoing basis, (b) the rebuilding of the organ, together with estimated repairs and maintenance thereafter, and (c) the replacement of the organ with a new instrument, together with repairs and maintenance thereafter.

4. The idea of a musical concert in the Church was next brought up for discussion, ranging from a special spring concert, a musical worship service (preferably devoting only the sermonic period for music), or a Sunday afternoon concert. Whether such a concert would involve only the church choir and organ, or would also include other musicians, was not determined. It was decided that this type of project should be discussed with Dan Jaeckel. The possibility of using such a concert as a fund raiser was also discussed, but left for future determination.

5. Ann Anderson suggested that the committee should make an inventory of any and all musical instruments in the Church which might be appropriate for the children's music program. Members agreed to conduct such an inventory to be completed during the month of October.

6. It was announced that Linda Talbot had been appointed as the children's music director for the current church school year.

7. Ann Anderson agreed to discuss with Dan and/or independently to inquire as to whether or not there should not be regular tunings of the 5 upright and 2 Steinway pianos in the Church, rather than depend exclusively on Matinee Musicale for the tuning of at least the Steinway. Ann agreed to find out whether or not Matinee Musicale will be using our Steinway, and tuning it, for the October 23, concert to be held in the Church.

8. It was agreed that the music committee should make regular contributions to the Pilgrim News, whose deadline is the 20th day preceding the month covered by that publication. The members of the committee are responsible for news items as follows:

Month	Member	Deadline
November 1984	George Killough	October 20
December 1984	Ann Anderson	November 20
January 1985	Joan Smaby	December 20
February	Barry Peterson	January 20
March	Helen Ann Kohlbry	February 20
April	Linda Talbot	March 20

9. Barry Peterson next reported to the committee that he had received a telephone call from Chuck Hoffman, who had learned of the lack of funds for instrumentalists for the remainder of this church year. Chuck had called to offer the services of the Brass Ensemble, of which he is a member, to perform at church services without compensation.

10. There still remains a large quantity of sheet music which needs to be indexed and/or filed. It has been estimated that perhaps 16 hours would be required to complete this task. A request for help will be placed in the Pilgrim News.

11. Recap of discussion concerning organ repairs, etc: We are still waiting for a detailed list from Dan Jaeckel of all of the problems with the organ. When that list is received, we will then use it as the basis for obtaining an estimate for repairs and/or rebuilding, probably from Mr. Gould.

12. The next meeting is scheduled for November 6, (election night) at 7:00 p.m.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,
Barry Peterson

MUSIC COMMITTEE - AGENDA

Oct. 2, 1984

I. Secretary*s Report

II. Barry Peterson - Revising Ch urch Constitution

III. Old Business -
   A. Organ - Repairs
      1. Summer, 1984 repairs
      2. Fund - 7 Ranks to repair
      3. Music concerts as benefits for the church _ SPRING CHOIR CONCERT

IV. Inventory of instruments
   A. Repairs
   B. Replacements
   C. Instruments for children's music

V. Two tunings of church pianos each year

VI. Cataloging of choir music

VII. Music Memorials

VIII. Pilgrim News - Oct. ( ) Nov.(George) Dec. (Ann) Jan. (Joann) Feb. (Barry)
March (Helen) April (Linda) May (Linda)

INVENTORY
MUSICAL INSTRUMENTS

AREA OF CHURCH Pre-School First Floor Second Floor Third Floor

LIST INSTRUMENTS	OK	Replce	Purchse

SIGNATURE _____ DATE _____

CHURCH SALARY BUDGETED FOR MUSIC DIRECTOR

1970	1972	1974	1976	1978	1979	1980	1981	1982
$3,000.	$3,300	$3,465.	$4,092.	$4,500	$4,800 (6.5%)	$5,400. (11.2%) Ed. $200. allowance	$6,100. (13%)*	$6,590. (8%) Ed. $350. allowance

*In 1981 an 8% increase was recommended by the Trustees. This was raised to the 13% noted upon recommendation of the music committee.

The salary of the Music Director has increased 120% since 1970.

PILGRIM CONGREGATIONAL CHURCH

MUSIC INSTRUMENT INVENTORY

AREA OF CHURCH Pre-School First Floor Second Floor Third Floor (Circle)

Room number/s _____

LIST INSTRUMENTS	Amount	OK	REPLCE	PURCHSE

SIGNATURE _____ DATE _____

Ann - Pre-School
Helen Ann - First Floor
George & Barry - Second Floor
Joann - Third Floor

October 27, 1984

Robert Heller, Moderator
Pilgrim Church
Duluth, MN

Dear Bob:

With this letter I am officially giving my two-month notice of my resignation as Music Director at Pilgrim Church, effective January 1, 1985.

The time I have spent in this position has been rewarding for me and for, I have been given to understand, many of the members of Pilgrim Church as well. It is important that the transition to the employment of your new music director be a smooth and satisfying process, and I wish to initiate and also help in promoting this positive attitude.

No position, obviously, is completely ideal; but I would still like to indicate some things which might be considered by the church as another person assumes this position.

During my twenty years as Music Director in various churches I have never experienced a bureaucratic structure such as at Pilgrim. Most of the other churches I served were of an even larger population; but the personal confrontation and immediate action was much more prevalent. Such a structure as Pilgrim demonstrates seems to stimulate 1) many committees which are only discussion-oriented and which have nebulous authority in the decision-making process; and, thus also 2) limited individual participation and assumption of personal involvement responsibility in the various voluteer requests of the church. Such an orientation, it seems to me, allows for an easy out of confronting issues and, even more, of confronting people, because some other committee can always be justifiably blamed for a particular negative situation.

I feel the music director position requires of me a certain number of hours per week - a minimum of 20 hours, averaged over the entire year. This may be more than Pilgrim expects or requires for the position. Therefore, I am either over-qualified for the position, or else I am to slow in performing my duties. Allow me to assume the first is true; then I would expect 1) that I not be asked to reduce the number of hours I work since the hours are what I feel are necessary to fulfill my obligations to the position and myself, and 2) a much more substantial remuneration for my services than has been proposed by the personnel committee and recently approved by the trustees.

As you consider someone to fill this position in 1985, perhaps you will first determine if you will create the job for the person or will allow the person to determine the position, and then list salary as commensurate with ability.

I must particularly express my extreme pleasure in working with the Pilgrim Choir - this has been the most exciting choral experience I have ever had. The members are outstanding as people and as musicians. Equally important and rewarding have been my associations with the staff at Pilgrim and with the members of the music committee. The encouragement and expressions of appreciation from many members of Pilgrim have always been very helpful and have left me with very fond memories of these wonderful people.

I feel sincerely appreciative to Pilgrim Church for the time I have been here; I hope that in the changing and renewing process Pilgrim will celebrate with me these few years together, and continue to celebrate thru the music of worship.

Sincerely,

PILGRIM CONGREGATIONAL CHURCH
Minutes of the Music Committee
Tuesday, November 13, 1984

PRESENT: Ann Anderson, Barry Peterson, George Killough, Liz Oettinger, Jon Welles from the Diaconate, Joan Smaby.

I. Children's Music Instrument Inventories - Ann reported on the inventories of children's music instruments that had been turned in. Joan will check the 3rd floor and the attic for two autoharps.
When the inventory is complete, the Music Committee is to make recommendations for any necessary repairs and/or purchases.

II. Laura Lamb volunteered to be the librarian of church choir music. The Music Committee recommends she be the librarian.

III. Dan Jaeckel has submitted his resignation. We need to:
a. Get a short-term sub or a long-term sub and/or a permanent replacement.
b. Steve Morgan, full-time faculty at St. Scholastica is the Music Dept. is to be approached about the job. He will be asked to serve as interim organist from January through Easter Sunday. The Music Committee with the approval of the minister will offer him $500 per month ($200 for April).
c. Another possibility is that of having Pat Rich or Norma Stevlingson substitute on Sundays for a time and approach Linda Talbot or Joe Meidt to direct the choir during this period.
d. April and May will be used for screening organist/choir director applicants. The applicant will be asked to play for services and work with choir plus audition for the music committee.
e. The committee decided on Dec. 30th as the date for a farewell gathering for Dan J. It will be held after the church service. Wanda Marquardt will be contacted about the cake.

IV. Liz asked Ann to transpose music for the 7th and 8th grade string quartet.

V. Christmas Eve the children will sing at 5:00 p.m.

VI. Meeting adjourned at 8:00 p.m.

Joan Smaby, Secretary

MUSIC INSTRUMENT INVENTORY
1984
December

PIANOS

9 - Foot Steinway	Basement - stage	
6 - Foot Steinway		
Upright Piano	Children's room off Salter Hall	Hardman
Upright Piano	Choral music room	Kimball
Upright Piano	5th & 6th grade room	~~Fischer~~
Upright Piano	Youth Room	Hardman - Autotone
Electric Piano	4th Grade room	Cord damaged

Pre-School

Fisher-Price Music Box	
2 Tambourines	need replacing
LP Records	app. 10

YOUTH ROOM

String drum
Ukelele
Rhythm Instruments
Set of Xylopipes

CHAPEL

Electronic Organ

STORAGE ROOM

17 Plastic Soprano Recorders
Set of Handbells (37)

CHORAL LIBRARY

Autoharp (three broken strings)
Children's Xylophone

MUSIC COMMITTEE

AGENDA

DECEMBER 4, 1984

3 uprights

1. Secretary's Minutes
2. Dan Jaeckel - organ repairs – Formal thank you & Dave Ed Beaver - Motion
3. Farewell party for Dan cancelled
4. Pilgrim News - January - Joann - 20th Dec.
   February - Barry
   March - Ann
   April - Linda Talbot (Children's News)

   Thank you to George Killough and Helen Ann Kohlbry
5. Inventory of Instruments - Annual Piano tuning - Fred
6. Interim organists through Easter
7. Jan. Music Committee meeting - Jan. 8
8. Choir -

Gift - $550 Tickets - 1985-1986

Cake - Wanda Marquardt - amount

Dec. 30 - Low Sunday

Mon. - Dec 10 - George & Helen Lou

PILGRIM CONGREGATIONAL CHURCH
Music Committee Meeting
Tuesday, December 4, 1984, 7:00 p.m.

PRESENT: Ann Anderson, Barry Peterson, George Killough, Joan Smaby, Jack Fitzgerald, Dan Jaeckel

1. George K. Moved minutes of last meeting be approved. Barry seconded, approved.

2. Organ - Dan reported on and read through his list of immediate repairs needed on the organ. The list had been requested by the committee. There are more items to be added and then Dan will give the completed list to Ann.
   a. Discussion followed and Jack suggested that when the list is complete, we send it to Gould or Lurth to get their estimates. The Music Committee will formulate other questions to be directed to the above organ repair services.
   b. Ann asked whether or not it was feasible to build an organ in increments. Dan said that it was.

3. Pianos - Ann reported on the pianos that need tuning. Three uprights and the two Steinways will be tuned. Ann will contact either Ed Beaver or Masters. The committee recommends we have the pianos tuned annually. The one in the sanctuary should be tuned twice a year.

4. Dan has the list of choir members ready to give to Ann.

5. Steve Morgan will let us know whether he can be our interim organist. At this time he can only do every other Sunday--if that. Ann will talk with him Wednesday, December 5th about his final plans and the amount of his salary. He cannot play on Easter.

6. The list of children's music instruments will be given to Linda Talbot.

7. A special meeting will be held Monday, December 10th at 7 p.m. to discuss and finalize the selection of our interim organist and choir director.

8. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Joan Smaby

THE NEXT REGULAR MEETING WILL BE HELD AT 7:00 P.M. TUESDAY, JANUARY 8TH.

ORGAN REPAIRS

December 4, 1984

1. Solo couples toswell at lower contact point when coupler is not on.
2. Pedal principal 16' does not come on at all; for no reason, it is now working
3. Middle C (C25) on pedal is always out of tune: extra pipe(s) speaking? or winding bad.
4. Stentorphone comes on when cancel is pushed
5. Vox Celeste comes on, at times, when cancel is pushed
6. Principal 16' comes on, at times, when cancel is pushed
7. Division switches work very hard, and require extra force to insure switching
8. After reed plenum is played, pedal trombone 16' will not shut off
9. Harmonics 32' has too many non-harmonics and is unusable
10. Choir tremulant is too strong to use for good organ literature or church music
11. Low octave of choir 8' Gedeckt is always out of tune
12. Pipe of low G# on choir 8' Gedeckt is split
13. Many notes do not play on pedal 16' Bourdon
14. One note on 16' Bourdon in pedal ciphers at random times, and is turned off at the foot
15. Contacts on solo division or solo division stops corrode very easily and often do not play
16. 16' Violon in Gt. causes ciphers when used, and only adds these ciphers when notes are held on the Great division
17. A few notes of pedal 16' Violon do not play
18. Low C of Stentorphone ciphers
19. Poor voicing and tuning of choir mixture on some notes in the vital octaves do not allow for this stop to be used
20. Poor voicing and tuning of 1 1/3 Quint on some notes in the vital octaves, do not always allow use of this stop
21. Musette needs constant tuning
22. Piccolo 2' needs constant tuning
23. Great 2' and 2 2/3' need tuning always
24. Chimney fl. 8' around middle d, does not stay tuned -- voicing and tightness of cap
25. Gemshorn a#23 dead

26. Gemshorn a34 and b36 over-blow

27. Swell Diapason 8' does not work

28. Choir mixture does not always play particularly with chords held on plenum registration

29. Vox humana and Vox Angelica tuning very unstable

30. Bellows leather is very thin and beginning to split

31. Gr. to Gr. 16' does not work (now ok again)

32. Many, many pipes individually speak too slowly, too quickly, too loudly, too softly or other voicing problems (unsteady)

33. Gamba Celeste - top c dead

34. Nothing for III Mixt. - g#3 - c4

35. Fifteenth dead on g#3

36. Violon Gt. 16' - c# dead, g3 - c4 nothing

37. Twelfth c#3 weak b3 - c4, weak g3

38. Piccolo dead

39. Viola 8' Cho. dead d#3, c#

40. Princ. 4' choir weak and slow g#2

41. Mixt. III choir dead C and G

42. Clarinet - b slow, g slow, low octave awful

43. Tierce - g3 dead, d#3, e3 dead, g2, d#2, e2 dead

44. Nazard f#2 weak

45. Salicional e3

46. Octave 2' - g#3, c4 dead

47. Some louvres do not work - pneumatics bad

48. Violon 16' plays on B always after organ has been off for a while and is turned on again

49. Faggot 8' - B dead

50. Sw. Trombone 16' - low octave - very slow, c# very soft

51. Vox Celeste - d3 dead

52. Only ½ of all notes on Vox Humana (SW) play

53. Vox Humana - echo - C#, A, e3 dead

54. Muted Viol - C#, A dead

55. Viol Celeste (echo) C#, A dead

56. Fern Flute - C#, A dead

57. Clarion 4' - Ped - f# and g dead

58. Trumpet - Ped - c#, d#, f, f#1, g1, dead

59. Trombone - Ped c# dead, F very slow

60. Tuba f# dead

61. Solo - Bells do not work

62. Choir - Harp - many notes not working

PILGRIM CONGREGATIONAL CHURCH
Special Meeting of the Music Committee
Monday, December 10th, 1984

PRESENT: Ann Anderson, Helen A. Kohlbry, George Killough, Barry Peterson, Joan Smaby

1. Ann order cakes for Dan J.'s party on December 30th.

2. The Music Committee unanimously adopted a resolution thanking and commending Dan J. for his service to the Church as Music Director. Formal recognition of Dan's service will be made immediately following the worship service on Sunday, December 30th at Coffee Fellowship in Salter hall.

3. Barry submitted a letter he had drafted containing questions the committee may wish to ask Gould and Lurth about our organ. The questions would accompany Dan's list of needed repairs. The letter will be placed on hold until our January meeting when we have the completed, typewritten list of repairs in hand.

4. Organist - Steve Morgan can do the month of January and would like to work with us February-March plus Easter Sunday. After a Wednesday meeting this week he will let Ann know his status.
The committee decided to ask Steve to play the organ and direct the choir for the month of January as he indicated he could.

5. Jack will ask Andy to fix the plug on the small electric piano.

December 12, 1984, Wednesday

Ann phoned to let Music Committee members know that Steve Morgan will be our Music Director (choral and organ) for the months January through March plus Easter Sunday (April 7th).

Joan Smaby, Secretary

PILGRIM CONGREGATIONAL CHURCH

2310 East Fourth Street, Duluth, Minnesota 55812 • Telephone 218-724-8503

December 26, 1984

TO: The Members of the Pilgrim Church Choir

Friends:

As you know this coming Sunday, December 30th, will mark the close of Dan Jaeckel's time with us as Music Director. In thanksgiving for the excellent work he has given us, there will be a reception in Dan's honor following worship. We hope that you will stay and be a part of this good time.

The Music Committee (Ann Anderson, Chair; Barry Peterson, Joan Smaby, George Killough, Helen Anne Kohlbry) has been at work to set in place an interim arrangement, while it begins the process of selecting a new Music Director. The Committee is pleased to be able to tell you that Steve Morgan, the Director of Choral Music at the College of St. Scholastica, has accepted our invitation for the interim position beginning on January 6th and lasting through Easter.

This is Steve Morgan's first year at Scholastica, coming here from a part time position at Knox College in Galesburg, Illinois. He brings to the position not only his ability in Choral Music, but also his training and work as an organist. Because the New Year's celebration falls on the normal rehearsal night for the Choir, Steve will be contacting you directly as to the rehearsal arrangements for his first Sunday with us. Please welcome him. In the meantime, any reactions and suggestions you might have would be most welcome by any member of the Music Committee.

Yours sincerely,

Ann Anderson

Ann Anderson, Chair
The Music Committee

John D. Fitzgerald
Minister

PILGRIM CONGREGATIONAL CHURCH

2310 East Fourth Street, Duluth, Minnesota 55812 • Telephone 218-724-8503

WHEREAS: Dan Jaeckel is dedicated to the making of music that enriches both participant and listener; and

WHEREAS: Dan Jaeckel is a rich interpreter of the vast library of music that enriches the life of the Church of Jesus Christ; and

WHEREAS: Dan Jaeckel has shared these gifts with the people of Pilgrim Congregational Church, Duluth, Minnesota, for the past two and one-half years;

NOW THEREFORE BE IT RESOLVED:

That Pilgrim Church gives its thanks to Dan Jaeckel for these years of service, and that, as a token of our appreciation and gratitude, we hereby present to Dan Jaeckel a Gift Certificate for two season tickets for the Duluth-Superior Symphony Orchestra for the 1985-86 Concert Season.

Dated: December 30, 1984

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John D. Fitzgerald
Minister

Ministers: John D. Fitzgerald and Elizabeth N. Oettinger • *Music Director:* Daniel J. Jaeckel • *Secretary:* Patricia Welborn