



The National Association of Pastoral Musicians
Director of Music Ministry Division

Certification

Mentor
Introduction
and Guidelines

The primary job of a mentor is to guide the candidate through the self-study and preparation for the final examinations in each area. Upon the mutual agreement of candidate and mentor, the candidate will work toward examinations in the following required areas: **General music skills** (proctored written and skills exam), **Pastoral skills** (a submitted paper following a self-study), **Liturgical skills** (a submitted paper following a self-study), **Organizational skills** (a submitted paper following a self-study). In addition, candidates take an exam in the **area of concentration** of their choosing: Choral Conducting, Organ, Cantor, Guitar, or Keyboard (piano). The area of concentration exams differ from the others in that they are juried and include repertoire performance where candidates demonstrate mastery of the specific medium within the context of a liturgical, pastoral setting. Please refer to the examination preparation materials contained in the *Program Information Packet* specific to each area. All exams are offered annually for prepared candidates and will usually occur around the time and location of one of the NPM conventions.

If you have any questions or suggestions, please feel free to contact Dr. J. Michael McMahon at the NPM office. Thank you again for your participation in this exciting and very important program. Your presence and support of the candidates and of the DMMD Certification Program will help to establish it as one of the most important services that we can offer to NPM members. You are greatly appreciated for the role you will play.

Sincerely,

DMMD Certification Committee

Guidelines for Mentors

The following guidelines have been established to assist both mentor and candidate in the certification process. The two-fold goals are to insure the most practical and helpful support of the mentor and the greatest possibility of success in the candidate's pursuit of DMMD certification. The guidelines are meant to assist a thorough study of the process. The items are ordered with a suggested chronology.

- 1) **Candidate Acceptance:** After a candidate has been accepted into the certification program, s/he will be notified via letter no later than January, 15 of the year of acceptance. At that time, a mentor will be contacted and the mentor proposed to the candidate. At the time of acceptance, the candidate may request a letter from the Chair of Certification of the DMMD informing the candidate's parish and diocese of his/her acceptance into the program for purposes of applying for scholarships that might be available on a local level.
- 2) **Assigning of Mentor/Mentor Initiates Meeting:** When it is determined that the mentor assignment is acceptable to both parties, the mentoring process officially begins. The mentor initiates contact with the candidate to set up an initial meeting as soon as possible (within one month). If the initial contact involves air travel on the part of the mentor, the flight arrangements and travel costs must receive prior approval from the NPM office before booking (Contact Dr. J. Michael McMahon). Note: NPM will reimburse travel and lodging expenses for the mentor for one face-to-face meeting per year, up to two contact days. More face-to-face meetings may occur, but the expenses are the responsibility of the candidate.
- 3) **Mentor/Candidate determine goals:** At the first meeting the candidate should bring all materials and be prepared to perform repertoire and sample selections for mentor to evaluate. These selections should be from the Basic Musical Skills and Area of Concentration examinations. The mentor and candidate may explore and discuss all areas involved in certification, using the *Qualification of a Director of Music Ministry: A Statement and Bibliography* as a resource. (This is published by NPM and is available through the national office).
- 4) **Mentor Files Initial Report:** Using the Mentor's Initial Report as a guide, the mentor and candidate prepare a plan of action for the candidate's exam preparations. After the initial meeting, the mentor completes the Mentor's Initial Report, keeps a copy, provides one for the candidate, and returns the original to the NPM office along with any receipts for any travel and lodging expenses.
- 5) **Continuing Contact:** The mentor and candidate should have contact (via phone or email) at regular intervals. Once every 1-2 months is suggested. These contacts may be initiated by either the candidate or the mentor, but in all cases, if expenses are incurred, they are the candidate's responsibility.
- 6) **Resources suggested by mentors:** Mentors are encouraged to familiarize themselves with the resources provided in the *Qualifications of a Director of Music Ministry: A Statement and Bibliography* and use other resources as available. The mentor's role is no necessarily to be an instructor for the candidate, but to advise on necessary further study (self- or directed). Mentors and candidates should discuss together the educational possibilities available locally for the candidate, including private study, university courses, conferences, and self-study resources.

- 7) **Recommended practice examination:** As the candidate nears the general music and area of concentration examinations, it is recommended that the candidate take a practice test at a single sitting. This is recommended to take place one month in advance of the actual examination. This may be recorded on audio or video tape and then reviewed by the mentor for comment and advice.
- 8) **Mentor submits a brief Candidate's Annual Progress Report:** The mentor is asked to submit an annual progress report form to the NPM office for each candidate s/he is mentoring (at or about the anniversary of the initial contact). A copy of this report form is included in *the Mentor Information Packet*. Mentors are encouraged to keep copies of this report and also to provide a copy to the candidate.
- 9) **Mentors invited to gathering at NPM National Convention:** Mentors will be invited to a gathering at the NPM National Convention at a function planned especially for mentors.
- 10) **The granting of Certification:** The successful candidate will be recognized via the following manner:
- Certification of completion and the permission to use the credentials NCLM
 - Letters will be sent to the successful candidate's parish and diocese informing of certification.
 - The newly-certified will be recognized publicly at the NPM Annual meeting.
- 11) **Areas of Concentration:** Each area of concentration has basic skills and issues idiosyncratic to that specific area. Mentors are encouraged to address these issues specifically and others that apply:

Organ—Understanding of registration for liturgical literature, sensitivity to text and singing during hymn-playing, working with singers and an assembly, ensemble, articulation, understanding basic style and registration regarding organ literature, rudimentary improvisation.

Cantor—Use of microphone and understanding of natural acoustics, gestures, Gelineau and other psalm tones, diction, understanding of basic style regarding literature, fundamentals of vocal technique, vocal health, techniques for teaching the assembly.

Choral Conducting—Ensemble, warm-ups, vocal health, sensitive use of microphone if necessary and the understanding of natural acoustics, score preparation, working with an accompanist, conducting technique, rehearsal procedures, knowledge of choral literature, understanding of vocal styles employed for different choral literature.

Keyboard (piano)—Varieties of accompaniment and stylistic understanding, amplification and an understanding of natural acoustics, ensemble, accompanying, sensitivity to text and singing during hymn-playing, working with singers and an assembly, articulation, understanding basic style regarding piano literature, rudimentary improvisation.

Guitar—Amplification and an understanding of natural acoustics, fundamentals of good technique, ensemble, sensitivity to text and singing during hymn-playing, working with

singers and an assembly, articulation, understanding basic style regarding guitar literature, rudimentary improvisation.

Here to assist in the process: If there are logistical questions about the process of certification or certification in general, please do not hesitate to contact Dr. J. Michael McMahon at the NPM office. We welcome all of your suggestions to assist in refining the process of certification.