



National Association of Pastoral Musicians • Director of Music Ministries Division  
Application for Certification as a Director of Music Ministries

Dear Applicant:

Thank you for your interest in the DMMD Certification Program. Certification offers members of DMMD many advantages in their professional lives as well as growth in personal knowledge. The Certification Program is open to all DMMD members. Requirements include competency in general music with a concentration in choral conducting, guitar, organ, piano, or voice/cantor—normally fulfilled by a bachelor's degree in music—and two years of experience in this field. Applications are accepted on an ongoing basis.

In this packet you will find a complete description of the certification process as well as all of the information you will need to begin the application process:

- Application Requirements and Checklist
- Application Form
- Certification Process
- Mentor Description

Please send all of the materials listed on the checklist with the application fee to the NPM Office at the address below:

**NPM–DMMD Certification**  
**962 Wayne Avenue, Suite 210**  
**Silver Spring, MD 20910-4461**

Once all materials have been received, the DMMD Certification Committee will review your application, and you will be notified regarding your acceptance. Upon acceptance into the program, you will receive all information regarding the self-study portions of the program, and you will be assigned a mentor, who will guide you through the rest of the process. The complete Mentor Information Packet, Program Information Packet, and Exam Preparation Materials are located on our website, <http://www.npm.org/Sections/DMMD/certification.htm>. Please refer to these documents for the full scope and details of the program requirements.

Once again, thank you for your interest in the DMMD Certification Program.

Sincerely,

*DMMD Certification Committee*  
*DMMD Board of Directors*



## **DMMD Certified Director of Music Ministries: Process**

### **Step One: Application**

The candidate should follow the application checklist and submit all application materials to the NPM Office. These materials will then be reviewed by the Certification Review Board.

### **Step Two: Acceptance into the Program**

Candidates will be notified regarding acceptance into the program. Detailed procedures for examinations and mentoring will be provided upon notification of acceptance. A certification fee of \$250 is due upon acceptance.

### **Step Three: Initial Meeting with Mentor/Directed Self-Study**

Once the candidate has been notified of acceptance, a mentor will be assigned by mutual agreement. The mentor will initiate a first meeting, preferably traveling to the candidate. At the first meeting, the mentor will use the Mentor's Initial Report to assist in assessing strengths and weaknesses of the candidate and help to develop a plan for study and preparation. At this time, the candidate and mentor will also develop a time line and set goals for the completion of each exam in the certification process.

### **Step Four: Select Area of Concentration**

In consultation with the mentor, the candidate will select an area of musical performance from the following concentrations: choral conducting, guitar, organ, piano, or voice/cantor.

### **Step Five: Preparation and Self-Study**

The candidate will prepare for exams using the resources available and referring to the mentor for advice on courses of study. The mentor and candidate will have regular communication during this period, with at least one annual face-to-face meeting. As the time of the musical exam nears, the candidate is encouraged to take a "practice exam" at a single sitting. After the first year, each candidate pays an annual matriculation fee of \$50.

### **Step Six: Examination**

The examination is administered in five parts, to be taken in any order. It is administered to give evidence of the candidate's competence in musical, pastoral, liturgical, and organizational skills. It is administered prior to the NPM national convention and selected NPM regional conventions. Application deadline for annual examinations is May 1. To apply for examination, submit the Examination Application form provided in this packet (pages six and seven) to the NPM Office, c/o DMMD Certification.

The examination consists of the following components:

### **General Musical**

- A juried examination/performance in the candidate's area of concentration;
- A written examination of general musical skills consisting of melodic dictation; basic knowledge in music history, theory, counterpoint, and orchestration; keyboard proficiency; conducting proficiency; knowledge of a variety of resources.

### **Liturgical**

- A scholarly paper, twenty to twenty-five pages long, in the area of liturgical study, citing primary sources. Topic to be submitted in writing to the Certification Committee for approval.
- An objective (fill in the blank) exam based on liturgical documents will be administered at the summer conventions and must be taken by each candidate.

### **Pastoral**

- A prepared paper will be presented by the candidate based on the self-study.

### **Organizational**

- A prepared paper will be presented by the candidate based on the self-study.

## **Step Seven: The Awarding of Certification**

Within 60 days of completion of the examination process, candidates are notified of the outcome. Successful candidates are featured in *Pastoral Music* magazine and are honored at the next NPM convention at the annual meeting of the members. Hereafter they may use the letters CDMM after their names. A press release/letter will be sent to local parish, diocese, and Catholic wire services.



## **DMMD** Certified Director of Music Ministries: Requirements

The Director of Music Ministries is a Division of the National Association of Pastoral Musicians. It consists of NPM members who are salaried, professional, pastoral musicians. These are people whose principal income is derived from church music (parish staff, diocesan liturgy/music office, parish music teacher, or ordained minister) and who have primary responsibility for planning or making music decisions for the majority of parish or diocesan liturgical celebrations.

The advantages of certification include recognition by one's peers and the achievement of a certain standard of excellence, with the possibility of additional remuneration and other benefits accruing through national acceptance of standards for pastoral musicians and standardized contracts.

The qualifications for a director of music ministries are contained in the policy statement published by the National Association of Pastoral Musicians as *Qualification for the Director of Music Ministries* — available on the NPM website at <http://www.npm.org/Sections/images/qualifications.pdf>. (Printed copies are available from NPM Publications.) These qualifications include pastoral, liturgical, musical, and organizational skills necessary for the professional director of music ministries.

In 2003, the United States Conference of Catholic Bishops' Commission on Certification and Accreditation approved a new set of standards and competencies for the director of music ministries. The core certification standards are described on the NPM website at <http://www.npm.org/Sections/DMMD/standards.htm>. The full text of the *National Certification Standards for Lay Ecclesial Ministers* from which those core standards are drawn is available from NPM Publications.

Both the NPM qualifications and the USCCB-approved standards and competencies are used in the certification process.

## Application Requirements

- Practicing Roman Catholic;
- Membership in NPM and in DMMD;
- Competency in general music with a concentration in choral conducting, guitar, organ, piano, or voice/cantor, normally fulfilled by a bachelor's degree in music (i.e., church music, performance, music education);
- Two years' experience as a professional director of music ministries;
- Demonstrated working knowledge of liturgical, pastoral, and organizational values and skills.

## Application Checklist

To be eligible for consideration, all applicants must submit the following materials to the Certification Review Board at the NPM Office:

- Completed application form;
- Baptismal record (long form), issued within the past six months;
- Official college transcript(s) sent directly to NPM as well as a written description of other formal study in music undertaken;
- A written description by the candidate of his/her work, including past music programs—this description should be one to two pages in length;
- Letter of ecclesial endorsement from the diocesan bishop or his delegate;
- Letters of recommendation from:
  - 1) The candidate's employer;
  - 2) A colleague in music ministry;
  - 3) A member of the parish music ministry;
- \$50.00 non-refundable application fee, check payable to NPM.

All materials should be mailed to:

**NPM—DMMD Certification**  
**962 Wayne Avenue Suite 210**  
**Silver Spring, MD 20910-4461**

If you have any questions about the process, please contact Dr. J. Michael McMahon at the NPM Office.



**D M M D**

Certified Director of Music Ministries: Application

Name \_\_\_\_\_

Home address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Work address:

Position \_\_\_\_\_

Parish/Institution \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Previous work experience:

1) Institution \_\_\_\_\_

Location \_\_\_\_\_

Position \_\_\_\_\_

No. of years \_\_\_\_\_

2) Institution \_\_\_\_\_

Location \_\_\_\_\_

Position \_\_\_\_\_

No. of years \_\_\_\_\_

Education (highest completed):

Institution \_\_\_\_\_

Degree \_\_\_\_\_

Year completed \_\_\_\_\_

Anticipated area of concentration:

Choral Conducting \_\_\_\_\_

Organ \_\_\_\_\_

Voice/Cantor \_\_\_\_\_

Guitar \_\_\_\_\_

Piano \_\_\_\_\_

Are you a member of:

NPM \_\_\_\_\_ DMMD \_\_\_\_\_

If not, please contact the NPM Office for an application and membership information. DMMD membership is required for certification candidates.



**D M M D**

## Certified Director of Music Ministries: Mentor

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 (proctored written exam and a scholarly paper, twenty to twenty-five pages long, in the area of liturgical 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, Guitar, Organ, Piano, or Voice/Cantor). 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 this 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:** The candidate will be notified via letter regarding acceptance into the certification program. 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 McMahan). 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 the 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 as a resource the *Qualifications of a Director of Music Ministry* (online at <http://www.npm.org/Sections/images/qualifications.pdf> and available in print from NPM Publications) and the USCCB-approved *National Certification Standards for Lay Ecclesial Ministers* (described on the NPM website at <http://www.npm.org/Sections/DMMD/standards.htm> and available in print from NPM Publications).
- 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 receipts for any travel and lodging expenses.
- 5) Continuing Contact:** The mentor and candidate should have contact (via phone or e-mail) at regular intervals (once every one to two 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:** The mentor's role is not 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. It is recommended that this take place one month in advance of the actual examination. This may be recorded on audio or video tape or CD 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 in the following manner:

- Certification of completion and the permission to use the credentials CDMM;
- Letters will be sent to the successful candidate's parish and diocese informing them 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:

*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.

*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.

*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.

*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.

*Voice/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.

## **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.