



Presents

FAITH IN MUSIC CONCERTS

DIVERSITY - UNITY - COMMUNITY

The mission of One Planet United Organization is:

“To be a channel helping to create World peace, breaking down barriers that focus on differences, as well as promoting visionary ways to unite all people.”

“Faith in Music Concerts” is one of our visionary ways of uniting *all* people who can often times see differences and forget that it is truly our hearts and our souls that join us together as people. Our religious affiliation, skin color, financial status, political beliefs and other ways we may be different from one another should not be areas that divide us as people. We believe that if we begin at the local community level with programs like “Faith in Music Concerts,” town by town and city by city will grow to where people can break down any walls that often divide them from others, thus coming closer to a peaceful world.

If you need further help in bringing “Faith in Music Concerts” to life in your community, you can call us at (954) 340-2115 or 1-866-340-2115 or email us at info@opunited.org. We’ll be here to help in any way we can. Our wish is that your event is so inspiring and successful that it will become an annual celebration.

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Faith in Music Concerts

Religious unity is often hard to see and experience in our world today. From wars that are born of religious differences on a global scale to in fighting within the same religious body at the local level, division in religion is all around us. Even within the same denomination of certain religions, there is so much “we are right and you are wrong” thinking. The ever widening gap of division in religion seems to be at an all time high and the possibility of unity among people of faith seems for now to be a fantasy off in the distance.

It has always seemed that if you mention the word intolerance, prejudice or bigotry, the first thing that comes to mind is racial differences. Not so today. Intolerance, prejudice and bigotry are so obvious in religion today that it can't be missed. The mode of thinking that used to be most evident among people of different races is alive and growing in the world of religion. The thinking of “Us and Them” that is created by this social disease of the heart makes the chances for unity in the world of religion look like an impossibility.

It is my belief that only time can heal this divisive form of religious superiority and prejudice. I say time because I feel that as humanity evolves in its thinking and awareness, the day will come when religion is only used to promote love and unity unlike today where it is very often used as a tool for division. I see the day coming when all people of faith will honor one another and not feel threatened by another faith body that follows a different path to God. As I had noted earlier, it was only sixty years ago that blacks and whites were segregated and only 85 years ago that women, who were seen as the inferior gender, were not allowed to vote. The notion that one group is superior to another in any way, religion included, needs to be smashed. We'll need to raise our consciousness once more as we did with blacks, women, and others, that superiority, intolerance and prejudice in religion are cancers that must be rooted out. We still have a long way to go, but with awareness and time, I believe we will ultimately come to a place of religious unity.

One Planet United's “Faith in Music” program is one way that this awareness and understanding can be brought to the attention of all religious communities. It is an opportunity for people of faith to learn about other faith traditions and as a result gain new understanding of those who follow a different religious path but live in the same community. Christians, Jews, Muslims, Hindus, Buddhists, Bahai's, and others will gain an opportunity to learn more about people they have never had a chance to get to know. “Faith in Music” Concerts are a vehicle that helps to cut through much of the fear and ignorance than many people of faith carry deep in their hearts. By experiencing a “Faith in Music” Concert, a new understanding can be born and religious unity has a greater chance to become a reality.

Purpose

This is a very special community event that is designed to bring all people of faith together in the celebration of music. It is said that music has a unifying language all its own. “Faith in Music” concerts are designed to bring all congregations in your community together for an interfaith musical concert featuring musical choirs and soloists. In addition, liturgical dance and drama groups can be included to perform in their faith tradition. You are encouraged to involve youth groups as well as adult groups. All that is needed is the desire to build unity in the religious community where you live. People of different faiths, although somewhat different in their approach to worship, most often have like hearts when it comes to seeking God. A “Faith in Music” Concert will bring the hearts of people of faith to a new sense of understanding and unity with one another.

It has been said that music is the universal language. Often the differences that come between people of different faiths come from the words we speak and the interpretations that come from those words. With music, something different happens. There is a sense of community and a union with God that can come to us through music that often does not happen with words. On the following pages, you will find an outline for how to make a “Faith in Music” Interfaith Concert become a reality in your community.

Planning

Committee:

A minimum start up committee of 8-10 people is suggested. The more people that can be a part of the committee, the better for all involved. Committees that are smaller in number can often get overwhelmed with too much to do. A larger committee makes it possible where each member has one or maybe two specific jobs to perform with the knowledge that they have an amount of responsibility that won't be too overwhelming. The best scenario is to have one or more representatives from each congregation serve on the committee. It is also helpful if some of the volunteers are the music directors/ministers from the participating congregations.

Committee Jobs:

General Chairperson, Musical Director, Publicity& Advertising, Accounting/Expenses, Volunteer Coordinator, Ticket Sales, Refreshments, Sponsorships, Stage and Sound, Video, Event Program, Tee-Shirt fundraising.

Time needed:

In order to have this event be a success and be well attended by the community, a six month period of time in planning is suggested.

Location:

Secure a location to hold the event. A civic center, school auditorium or a large local congregation can be used. Estimating how many people will attend of course has an impact on how large a space that will be needed. Often times, certain venues will donate

the use of their facility because of the nature of the event. Also, if the facility cannot be donated, a discount will often be given to programs that are created as non-profit and community outreach events.

Social Action:

A suggestion to add an additional social benefit to the concert is to have admission be tied in with collecting non-perishable food items and toiletries for local food pantries. In all marketing materials, the following statement can be added:

“As an outreach for the community, non-perishable food items and toiletries will be collected and distributed to local food pantries.

Musical Participation Announcement:

Draw up a letter about the concert and highlight what the program is about. Next, send it out to all of the houses of worship and congregations in your community. Note on the outside of the envelope ATTN: MUSIC DIRECTOR (see sample letter fmc #1)

Committee Members: Job Descriptions

General Chairperson:

Oversees all sub-committees, facilitates committee meetings, prepares meeting agenda, records minutes of meetings or asks for volunteer, and makes up group email list.

Publicity & Advertising Chairperson:

Oversees all public relations related to the concert. Publicity should follow 3 different avenues when getting the word out.

1. Local Media/Press Release: General editorial announcement and story in local community newspapers. (see sample fmc#2)
2. Congregation/House of Worship: Announcement to be run in monthly newsletters and posted on bulletin boards for “recruiting volunteers” for the general committee. (see sample fmc #3)
3. Congregation/House of Worship: Announcement for “general attendance” to be run in monthly newsletters and posted in weekly worship bulletins and on lobby bulletin boards. (see sample fmc #4)

Other publicity options:

Posters can be created and placed in high visibility areas such as super markets, libraries etc.

Purchasing advertising space in local publications is another form of publicity and can be purchased to help promote the event with money from corporate sponsors. (See Sponsorships)

Sponsorships Chairperson:

Responsible for securing and tracking sponsors for the concert. Committee members can also help in soliciting sponsorships from contacts they may have in the community. Sponsorships are often secured from local companies, businesses and corporations in the community. It is a good fit for them to use their marketing dollars to promote community events. The sponsorship chairperson would be responsible to mail out a solicitation letter and follow up with visits and/or phone calls. Monies raised from corporate sponsors can be used to pay for expenses as they arise. Expenses include rental space for the hall (if not donated), refreshments, event program, posters and promotional materials etc. All proceeds after expenses can be distributed to designated local community charities, and/or the music programs of the participating groups in the event. The committee can choose where to distribute the proceeds.

(see sample letter fime #5)

Who to Contact - Local Companies, Businesses and Corporations:

Sponsorships are often secured from local companies, businesses and corporations in the community. It is a good fit for them to use their promotional dollars to sponsor community events. Many corporations have foundations set up that provide financial grants and funding for organization and community events that they believe make their community a better place. As well, their donations provide tax deductions for their company, so they always look for non-profit programs and organizations to support.

- **Community Relations Bureau:**

Another option for sponsorship and fundraising is to inquire with your city, town or village community relations bureau. Many communities offer scholarship money for nonprofit organizations and community events that are to be held in their local area. (adapt form fime #5 for Community relations bureau)

- **Rotary Club, Kiwanis Club and Chamber of Commerce:**

Many local civic minded groups often fund outreach events that are designed to make their community stronger. (adapt form fime #5 for Rotary, Kiwanis and C.O.C.)

- **Foundations and Individuals:**

Foundations and individuals/philanthropists will often sponsor community events. (adapt form fime #5 for individuals)

Ticket Chairperson:

Responsible for overseeing and tracking distribution of all tickets including box office sales, tickets sold (in house) to the members of the participating congregations, promotional and performer tickets and tickets for the media. Most congregations will want to have tickets ahead of time to sell to the members from their congregation that plan to attend the concert.

Financial Accounting Chairperson:

Collects and tracks all income (ticket sales, sponsorships etc.) and pays out all expenses.

Musical Director:

Responsible for the design, order and layout of the concert. Decides how the program is to flow.

Sound/Lighting and Stage Chairperson:

Should have experience in sound and stage set up. The stage/props should need minimal attention for the evening because of the nature of the event. The sound system is to be set up according to participants and the type of music that will be played. Certain venues will have sound/lighting technicians on staff.

Volunteer Coordinator:

Oversees all volunteers that will be needed for the day or night of the performance, keeps track of who is volunteering and looks for ways to initially recruit volunteers. Volunteers help out as ushers (if needed) with handing out programs, ticket distribution at will call, tee-shirt sales, seating patrons, and serving refreshments.

Refreshments Chairperson:

Responsible for the purchase and set up of refreshments to be served following the concert. Often large soft drink companies and bottling companies will donate beverages for community and non-profit events. Let them know that you will be including their name in the event program and all marketing materials.

Event Program Chairperson:

Create and design the event program, organize the order of the program, be sure that all performers names and sponsors names and logo's are listed.

Tee-Shirt Fund Raising Chairperson:

Tee shirts can be sold at the event to raise money, while also providing a souvenir for the patrons. ONE PLANET UNITED ORGANIZATION offers a "Faith in Music" tee-shirt specially designed for the concert. Tee-shirts can be purchased at a reduced price of \$8.00 (plus shipping charges) and sold before and after the performance for \$12.00-\$15.00. Call One Planet United at 954-340-2115 for more information. (6) Weeks delivery time is needed.



Sizes available: Small-XX-Large

Colors available:

White

**Special colors available by request with
36 piece minimum order.
(Pre-payment required)**

To begin, contact as many different congregations and houses of worship as possible in your community. The initial letter (Music participation announcement) that is to be sent out should be followed up one week later with a phone call to insure that the proper person received the invitation. Mainly a key clergy member or music director.

PROGRAM:

The program should be approximately 2 hours long with a suggested 15 minute intermission. The number of choirs or groups participating will determine if each group will perform one or two songs. An example would be that if there were six groups participating, there would most likely be time for each group to perform two songs. If there are ten to twelve groups performing, each group would most likely then perform only one song each.

OPENING:

One way to consider opening the event is to have a high ranking city official in your community welcome the audience members and performers. It gives the concert credibility as an important event in the community. The introduction can also include having a representative from each congregation come forward and welcome the audience.

CLOSING:

A powerful way to close the event is to have all of the performers come together on the stage as well as along the sides of the auditorium surrounding the audience and encouraging them to join in a selected song that most everyone is familiar with.

Closing song ideas:

“We Are the World”

“Let their be Peace on Earth”

“From a Distance”

ADDITIONAL OPTION TO CONSIDER:

- Performer Fellowship Dinner: Have a simple dinner prior to the concert for all participants to join in a meal and fellowship together. Quite often, a local super market or restaurant will donate food/sandwiches etc. and beverages for such an event. You can let them know that you will include their name in the event program as a sponsor.
- Post announcements and flyers of the concert in local nursing homes and provide transportation for the “seniors” in your community.

After the initial committee meeting, a monthly meeting should take place to keep up with progress, updates etc. Make a group email list to send out meeting minutes and a reminder of next meeting. If a committee member is struggling with the job that they have volunteered for, they can make it known at the next scheduled meeting and ask for help and ideas to overcome any obstacles.

It is suggested that all monthly meetings have a consistent time, day and date (ie; First Wednesday of each month at 7PM or third Monday of each month at 7:30PM) so all committee members can plan ahead and put the dates on their calendars well in advance. Ahead of time planning is the key to a cohesive committee. As was mentioned in the planning section, a six month minimum time frame is a way to insure that all that is necessary to create a successful “Faith in Music” Concert will be accomplished.

SEE SAMPLE LETTERS FOR PROMOTIONAL HELP :

Invitation letter – fimc#1

Media Relations/Press Release form – fimc #2

Congregation volunteer form – fimc #3

General invitation letter – fimc #4

Sponsorship letter – fimc#5

NOTE:

One Planet United Programs are continually being updated. Please visit our website often for most recent template updates.

A short highlight video clip of a “Faith in Music” Concert can be seen on our homepage.

Visit www.opunited.org

(Sample letter - fime #1)
Invitation to musical participants.

**“FAITH in MUSIC”
Concert**

Dear Music Director (helpful to have name)

We are writing to announce the First Annual “Faith in Music Concert” program that will be presented on (Date) at (Location). The time of the event will be (Time). It is our hope that (Congregation name) will be a participant in this interfaith community outreach event. This program was designed as an interfaith celebration of God where we will use the vehicle of music, (drama?) and (liturgical dance?) to bring all people in our community closer together and to unite us as one people that love God and one another. We invite your choir, choral or musical group, duets or soloists or your liturgical dance group to come and perform and share in this celebration of unity.

We hope to hear from you soon that you would like to participate and be a part of this very special event in our community. With the limited time length of the evening program, we will be selecting entries on a first come first served basis, so please don’t delay in letting us know if you will be joining us. For more information please contact (Name) (Phone) (Email)

Sincerely,

Faith in Music Concert committee.

(This is only a sample. Please modify at your discretion.)

PRESS RELEASE

Contact:
Phone:

FOR IMMEDIATE RELEASE
(month) (date) (year)

Local Congregations and Houses of Worship combining musical talents to share in the first annual "Faith in Music Concert."

WHAT: In an effort to bring people of faith closer together in our community and to give thanks for one of God's great gifts to humanity, the first annual "Faith in Music Concert" event is coming to (city name). Representative choirs, choral groups, duets, soloists and liturgical dance groups from many of our local congregations will be performing in this new interfaith concert.

WHY: To create an event of outreach that will bring a greater degree of unity to the whole community of faith, as well as all people in general. In light of recent national and world events, it is fitting that we all gather together to join our hearts and souls through a medium that is universal...MUSIC. Music is the universal language. It transcends race, ethnic origin, and religion. Music reaches deep down into the soul and taps into the part of each of us that knows unity, love and peace.

WHEN: (Month) (Date) (Year)

WHERE: Location (street and address)

WHO: All are welcome. Admission is (?)

MISC: Refreshments will be served.

.....

(Sample announcement - fime #3)
Congregation bulletin "volunteer" form.

"Faith in Music" Concert

A general committee is currently being formed in the city/town/village of (location) which will be presenting an interfaith musical concert called "Faith in Music."

We are looking for volunteers from various congregations and houses of worship to help in this community outreach event. The concert will consist of different music groups (choirs and choral groups, duets, soloists and liturgical dance) that represent the many different congregations that exist in our community.

Some of the areas where volunteers are needed are:

- *Publicity and Advertising*
- *Stage and Sound*
- *Video*
- *Accounting and Expenses*
- *Ticket Distribution*
- *Corporate Sponsorships*
- *Event Program*
- *Refreshments*
- *Volunteer Coordinator*

You need not have musical talent to participate on this committee. All that is needed is a heart to serve and a vision to see all people of faith in our community join together in unity through God's great gift of music.

If you are interested in volunteering or would like further information, please call or email:

(Name)
(Phone)
(Email)

(Sample form - fime #4)
General invitation announcement

“Faith in Music” Concert

In an effort to bring people of faith closer together in our community and to give thanks for one of God’s great gifts to humanity, the first annual “Faith in Music” Concert event is coming to (city name). Representative choirs, choral groups, duets, soloists and liturgical dance groups from many of our local congregations will be performing in this powerful and unique interfaith concert.

This concert was created as an outreach event designed to bring a greater sense of unity to the whole community of faith, as well as all people in general. In light of recent national and world events, it is fitting that we all gather together to join our hearts and souls through a medium that is universal...MUSIC. Music is the universal language. It transcends race, ethnic origin, and religion. Music reaches deep down into the soul and taps into the part of each of us that knows unity, love and peace.

COME JOIN IN THE CELEBRATION
It will bring joy to your heart and a smile to your face.

WHEN: (Month) (Date) (Year)

WHERE: Location (street and address)

ADMISSION: Free (if corporate sponsorship secured)

If admission is to be charged, committee to set pricing dependant on costs involved. Also, possibly add a food drive for community food pantries.

For further information please contact:

(Name) General Chairperson

(Phone)

(Email)

(Sample Letter - fime #5)
Corporate financial sponsor request letter
3 part form

Dear _____

The community of (name) announces a very special concert event to be held on (day)
(month) (year) titled:

“Faith in Music”

It will be held at the (name) and will begin at (time). This interfaith concert has been designed to bring people in our community closer together by sharing in a musical concert that will draw choirs, soloists and liturgical dance groups together from many different faiths. Often our differences can keep us believing and feeling that we don't have a lot in common with people who might express their faith in a different way from one another. The beauty of sharing a musical concert together is that music is a universal language and has the power to join hearts and souls together. Music transcends race, origin and Religion and has the power to bring us closer as a community. The focus of this evening is to build community and fellowship with people of all faith expressions.

We are writing to you to ask that you participate as a sponsor of this event. Sponsors are needed to help with the cost to rent the facility, refreshments following the concert, the event program, posters and promotional materials. Any of the proceeds after expenses will be donated to (charity) in our community. By linking your company with this very special purpose, you will be elevating your community as well as your company. All of our corporate sponsors will be listed in our event program and on all promotional posters, flyers and materials.

We thank you in advance for your participation. You will be helping to unite our community and bring us closer to peace with all of our neighbor's here in (town) and beyond.

Sincerely,

Faith in Music Concert Committee

(This form was written for corporate sponsorship solicitation. Adapt as needed.)

CONTINUED

Part 2

(Include this form with solicitation letter. Adapt as needed.)

Levels of Sponsorship:

***Platinum Sponsor** \$2,000-Title Sponsor.

Your company will be named as the title sponsor. Full name recognition on the front of event program and top billing on all banners and promotional materials. Special reserved seating at the event. (25) Tickets provided.

***Gold Sponsor** \$1,000

Your company will be listed on all posters, banners and promotional materials. Special reserved seating at the event. (15) Tickets provided.

***Silver Sponsor** \$500

Your company will be listed on all posters, banners and promotional materials.

***Bronze (Individual) sponsor** \$200

This level of sponsorship is mainly for individuals. Your name will be listed on the back of the program. Can be anonymous if desired.

***In-Kind Sponsor** Goods and Services

Your Company will be listed on all promotional and marketing materials. (6) tickets provided.

To participate as a sponsor please fill out your desired level of participation and mail with a check to:

(Name)

c/o "Faith in Music"

(Address)

If you have any questions or would like further information, please call or email (Name) at:

Phone:

Email:

(This is only a sample. Wording and financial levels of commitment will vary depending on your geographical area.)

Part 3
(include this with solicitation letter and levels of sponsorship)

ORDER FORM

“Faith in Music” Sponsorship

___ **YES!** We will help support our community and take advantage of the opportunity to reach thousands of (location) residents.

Please select one

___ Platinum Sponsor - \$2,000

___ Gold Sponsor - \$1,000

___ Silver Sponsor - \$500

___ Bronze Sponsor - \$200

___ In-Kind Sponsor

About You

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

E-Mail: _____

For additional information contact: Send your check made payable to:

(Name)

Sponsorship Chairperson

Tel:

Email:

THANK YOU!