Hymn Reviewer Guide

How to Review Hymns Recordings

- Recordings should be reviewed within 48 hours of being received
  - e.g. if a hymn is sent on Monday, it should be responded to by Wednesday

- Start by reviewing the source recording (you can see these on the SS Curriculum Website or in the OneDrive)
  - If you believe that the source is not right (i.e. doesn't match what we say in church), discuss it with the other leaders.
  - It may be that we need to adjust the source.
  - It may be that we need to adjust how we say the hymn in church.

- Listen to the recording sent by the servant:
  - Be very critical in your listening - this recording is meant to be sent to the children/youth to learn from, so it needs to be good. The servants are also meant to send recordings for review very early - at least two weeks. So they have lee time to adjust the recording. And if the recording needs work, chances are, the servant needs more practice...
  - Listen for pace
    - If a recording is too fast, it will be difficult to learn from or review with
    - If a recording is too slow, it will be discouraging to listen to (or could put someone to sleep)
  - Listen for pronunciation
    - In English and in Coptic
  - Listen for tune
  - Listen for issues between cuts
    - Sometimes servants will record the parts of a hymn over several takes and edit to combine them. This is completely okay, and having cuts in the recording is completely fine.
    - However, sometimes, the different takes are recorded with different pitches and this can cause confusion when trying to learn the hymn

- Respond to the email

Responding to Hymns Recordings

- The reviewer's reply to a hymn sent for review is very important. It is meant to encourage the servant in their hymns service, while also addressing any issues BEFORE they reach the classroom.
- Thank the servant by name
- Give positive feedback about the recording

    - If a recording is very close, and only needs minor adjustments, say that!
    - Comment on the parts that are good, the parts that are perfect
- Give corrections or suggestions for the servant
    - Sometimes this may need for you to **record** a correction via audio and send it with your email
    - If that's the case, be sure to say in the email to "see attached recording"

> Thank you, Jan!
>
> Great job with your recording.
>
> It is very very close, but needs two small adjustments:
>
> 1. The pronunciation of □□□□□□□□□ ϥ□ - the □ here makes a "t" sound since it's preceded by a □ so it would be "ou estoinoufi" not "es-thoi-nofi"
>
> 2. The tune at □□□□□□ `□□□ ϥ. In your recording you said it very slow, but it should be much faster. Please see attached recording.
>
> Looking forward to hearing your follow-up!
>
> God bless you
>
> Morcous

Reviewing Hymns for Presentation

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