

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 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

