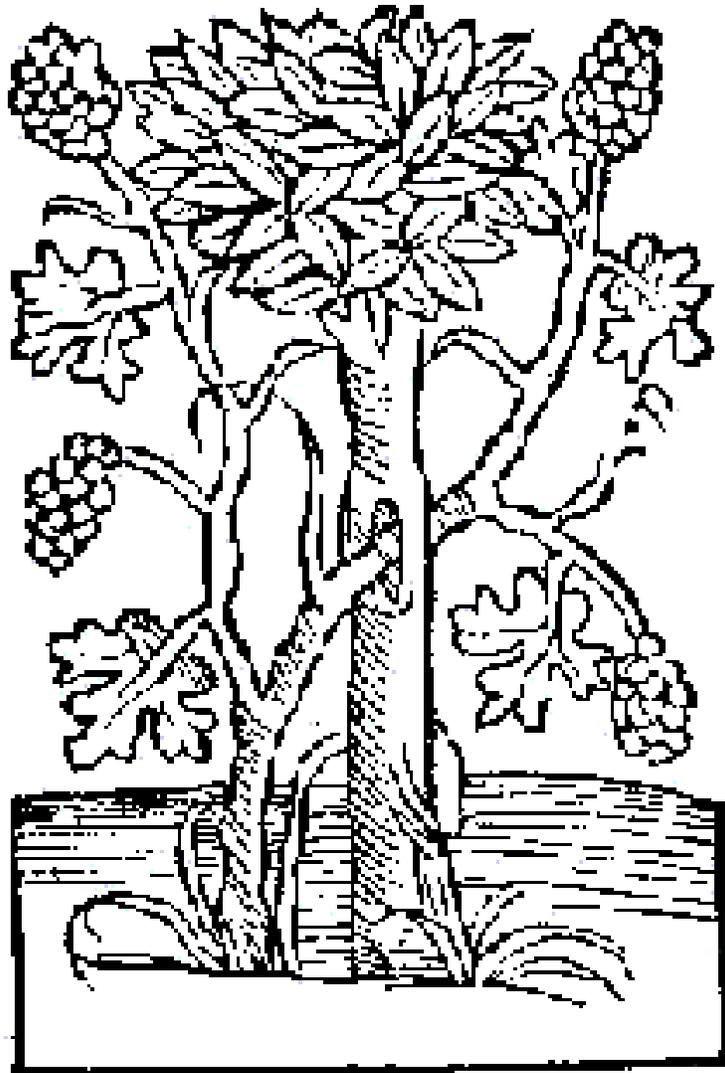


Section I

The Artemisian Arts and Sciences Officer's Handbook



Last Revision: 1/2004

A. Description of Office

What is The Minister of Arts and Sciences?

Welcome to the exciting world of the Arts and Sciences! Welcome to a challenging and rewarding position. The Minister of Arts and Sciences is the officer responsible for promoting, enhancing and educating the populace on the arts and sciences of the period. The Minister of Arts and Sciences (also referred as the 'MoAS') is the conductor of dreams. They help people reach for their dreams, by encouraging, teaching and by serving as the instrument that brings the teacher and the student together. The minister is the officer who inspires a love of history, the educator, the one who brings history alive and sets the tone and flavor for their group. The minister is the heart of the flame that burns within the society. We keep the fire of knowledge burning.

What are Arts and Sciences?

Arts and Sciences in the SCA mean many things to many people. The making of a piece of armor is art; writing and performance of a song is art; making a wonderful piece of clothing is art; using period recipes in cooking is an art; brewing of ales, beers, cordials, etc., is an art; in other words, anything that one does to further enhance the game is either considered Arts or Sciences! There is a very fine line between the "Arts" and the "Sciences." Whether the work is defined as "art" or "science," the bottom line is that the arts and sciences are an integral part of the Society for Creative Anachronism.

B. Requirements of the Office

1. Age

You must be 18 or older to hold the office of Minister of the Arts and Sciences. Deputy officers must be at least 16 years of age.

2. Membership

You must be a paid sustaining member of the Society for Creative Anachronism.

3. Attendance Requirements

It is highly recommended that you attend all functions within the scope of your group and your capacity to do so, including all officers meetings. This is important not only to be an effective officer, but to also provide encouragement and keep the group updated on upcoming arts and sciences activities.

4. Reporting

Reporting is a very vital part of your job as Minister. On your arrival to the Office you must send a letter of introduction to the Kingdom Minister of Arts and

Sciences within ten (10) days of taking over the Office. You must report to the Kingdom Minister of Arts and Sciences by the 15th of each month. A courtesy copy of your report should be sent to the Seneschal (and the landed nobility if applicable) of your group. If you are the minister of an incipient group then a courtesy copy of your report should be sent to the Arts Minister of your sponsoring group if you have one. (See: An example of The Minister of Arts and Sciences Report for the proper form and required information at the end of Section I.)

Domesday Reports- The Domesday report is a year-end compilation report. It should include a brief synopsis of all arts activities held by your group, an overview of accomplishments, and a list of goals for the coming year. This report will be due by the 15th of December to the Kingdom Minister and appropriate courtesy copy recipients. If you have finances a copy of your paperwork is also given to your local Exchequer. (See: An example of a Domesday Report for the proper form and required information at the end of Section I.)

If you do not send reports for two (2) months without explanation or notice given to the Kingdom Minister it will be assumed that you have vacated the Office and appropriate measures can be taken to oversee the duties of the office. It should be noted that failure to report can and has been used as grounds for group suspension or removal from office.

5. Your Files

During your time in office you will be responsible for maintaining the files of the arts and sciences officer for your group. These files should be maintained in perpetuity so that they can provide a history of what works for your group, provide backup copies of correspondence relating to the office, and so on.

Your files may be as elaborate as you wish, but they must include the following:

- a. A complete copy of this handbook and the Criteria used for competitions, including all additions or updates by the Kingdom Minister of the Arts and Sciences.
- b. Copies of all your reports to your Kingdom Officer. Copies of all official correspondence between you and your Kingdom Officer. All correspondence should be dated to include the Gregorian year.
- c. Copies of all local reports from workshops or guilds. These should be dated.
- d. Arts and Sciences event reports, copies of any arts and sciences newsletters published by your group, and Kingdom arts and sciences issues.
- e. Copies of your Domesday Reports including a financial statement if applicable.

At the end of your tenure as the group's arts and sciences officer, you will hand over your files to your successor, or to your local Seneschal if there is no successor. Even if you keep some of your files electronically, there should be a paper copy in the files. Your successor may not have a computer and will need paper copies. Please work with your successor for a smooth transfer of operational control.

6. Warrants

A Warrant is a formal agreement of service as an officer for a specified time period. In Artemisia, warranting is done on a roster system and no paper copies will be issued to local groups. If you are unsure of the status of your warrant please check with the Kingdom Minister.

7. Holding other Offices

As Minister for the Arts within your group you may not hold any other Greater office within that group. However, by the traditions and customs of your group you may hold a deputy position.

8. Money

By tradition or custom your office may have some sort of budget for you to use to cover various expenses. Check with your Seneschal and Exchequer to find out your group's policies on reimbursements and or budgets prior to making any expenditure. Save receipts! If you have an Arts and Science class or workshop that includes a handout or supplies, have the students reimburse the teacher directly. Publicize the cost to students when you announce the class.

Different groups handle the issue of money for their Arts and/or Sciences offices differently. You may spend money from your budget on prizes for various contests. You may not use any SCA monies to buy presents for any reason. You may accept items as donations for gifts, and these should be identified as such. The Minister of Arts and Sciences may sponsor fundraisers such as bake sales to raise funds for their office. Talk to your officer corps and see what is customary in your group.



C. Duties

1. Guilds

Guilds are formed so that people having an interest in a certain category may share information and practice the craft. No guild may have an exclusive membership. They cannot sell their products for personal profit (i.e. merchandising). No non-chartered guild can charge a membership fee, however, members may donate resources required for guild projects. The group will not supply or donate to the guild resources or monies. All guilds must follow mundane and SCA laws. In the organization of a Guild it is important to note that there is only *one* definition to the term.

***Guild:** A group of people having an interest in a certain category who wish to share information and practice the craft within the guidelines of a Charter and or by laws.*

In some cases a membership fee can be required. A system of ranking within the guild may be in effect with certain guidelines that must be met for advancement. If you wish to establish this type of guild please confer with the Kingdom Minister to discuss the possibility. It is highly recommended that before you consider any type of guild you first have established Arts and Sciences gatherings to support it. Other monthly gatherings such as Bakers Dozen and Baronial Sews are informal gatherings that are unofficial. However, such meetings should be encouraged and included in your monthly report.

Some Advice on Guilds:

The organization and then the continued energy needed to establish and maintain a guild or Arts and Sciences gathering requires a special person. As Minister you are encouraged to assist this person. The ever-changing participation and activity of the guild can be a challenge to its continuation. Let your leaders know that participation comes in cycles. Below are some points to consider.

- a. Try and keep the same day and time for meetings, people are creatures of habit.
- b. Serve snacks for the first few meetings.
- c. Remember, Guild meetings that have been advertised in an official SCA newsletter are an official SCA function. Act accordingly.
- d. It is best to have meetings in a neutral location.
- e. So that no one feels unwelcome, all Guild meetings should be announced and posted.
- f. Have goals and projects to keep the Guild focused.

The world of the Arts and Sciences can be overwhelming. Guilds give people with a special interest the time and opportunity to explore a part of that world.

2. Collegiums

Collegiums are a series of classes on many or singular topics. While in most cases the event steward will be completely in charge of scheduling and organization of the event you may be called upon to offer assistance.

Below is some general advice on Collegiums:

- a. Advertising what classes are being offered is vital to the success of the event.
- b. Teachers can come from many sources: people from your group, people from surrounding groups, ask former Collegium autocrats about their teacher's list. Sources outside of the SCA should also be considered.
- c. The number of classes will depend upon the hours of the event and classroom space. Knowing these things will allow you to know how many classes you could offer. Do not forget to allow time for lunch.
- d. Consider serving a light lunch on location...that way you do not lose momentum for the afternoon classes.
- e. Schedule your classes so that classes of the same category are not against each other...i.e. one textile class opposite another textile class. The same individuals will want to take both classes.
- f. The event steward should not teach. While at first you will think there is not much for the event steward to do once the event is under way, you are mistaken. There are a myriad of unexpected things that will require your attention.
- g. You might consider a theme, category, or time period oriented Collegium. Be creative.
- h. Try to include/encourage classes to attract members of the fighting community, rapier community, archery community, etc. that might not ordinarily be interested in a Collegium.
- i. See item number one: Enough cannot be said about advertising. Getting people excited about coming to the Collegium will ensure that they come and they bring someone, and that person brings someone....

3. Meetings/Classes

The best way to organize the teaching of the arts and sciences is to have regularly scheduled date and time for classes. Below are some suggestions on what you might do at these meeting to excite and enlighten your populace.

- a. Be consistent in time and place as much as possible.

- b. Classes should not be limited to lectures only. Hands-on classes are encouraged where appropriate.
- c. Have light snacks; Delegate: each month have someone who is in charge of refreshments. Hint: Have food and they will come!
- d. Schedule and advertise classes in advance
- e. Bring in outside teachers.
- f. Pass out a survey on what classes your populace would like to see, or perhaps could teach.
- g. Do not feel that you have to teach all the classes.
- h. Keep a log of what classes were taught and who taught them. This information will be useful in planning for a Collegium.
- i. Pass around a sign in sheet.
- j. Make it fun...If you make meetings and classes a special occasion you will have more participation and in turn share more of the world of the Arts and Sciences with your populace.

4. Competitions

Competitions can be done in many ways. To fit the needs and concerns of your group you may need to try several different methods until you find out what works best for your group. It is highly recommended that you use local and regional competitions as a training ground for the Kingdom Arts and Sciences Competition. In addition to the standard Artemisian format you might also try the following competition methods:

- a. Populace Choice (also called bean count voting) where the populace votes on the best submission by placing beans or tokens in cups placed next to the items on display.
- b. Sponsored prize tourneys (such as the laurel prize tourneys) where a sponsoring individual or group judges the pieces according to their own criteria.
- c. Challenges (where a prize is given in response to a narrowly defined criteria, such as the best bread, or best poem.) Here the criteria and rules for entry must be clearly explained.
- d. Competition on a local level: consult your Seneschal or former A&S Minister for the traditions or customs your group may already have in place.

5. Training of Personnel

a. Emergency Officers

An Emergency Officer is a deputy who is willing to assume the duties of the office. Should the officer become unable to complete his or her duties this officer maintains the Office until a replacement is found for the position. Sometimes this officer becomes the replacement. In some cases the Emergency Officer continues in the position until a new person takes the regular officer's position. The Emergency Officer must be of appropriate age for the position and must meet membership requirements for the position.

b. Other Deputies and Assistants

Other deputies can be appointed as need be to help facilitate the smooth running of the office. These deputies do not need to be warranted. By the tradition of your group other persons may fall under your responsibility. Please check with your local Seneschal.

D. Questions or Concerns

1. Motivational Methods

As the Minister for the Arts you will employ many methods to inspire your populace to learn about arts and sciences. Below are some ideas that you might use to inspire your group.

- a. Show appreciation for the work that an individual is doing, whether newcomer or experienced artisan. This does not mean false praise. It means being genuinely appreciative of the effort that went into a project, research that was done, a new task tried or a stride toward authenticity. It not only encourages the individual artisan and anyone they share their enthusiasm with, but also sets a great example for others.
- b. Try to erase the phrase 'That is not Period' from your vocabulary. Instead try and encourage talk about documentation, using primary sources etc.
- c. Understand that as the Minister for the Arts, your words carry great impact. If you say something is bad or wrong (even in jest) it will be taken as truth. In the same respect if you say that something is 'not period', it will be believed. Be sure of your data. It is okay to say 'I do not know... let's find out'.
- d. Take time to talk to all members about their personal dreams and hopes in the arts and sciences.
- e. Take advantage of your local newsletter to advertise arts and science activities, and to share information about them with your populace.

- f. Write a column for your local newsletter on different arts and sciences that maybe new to your group. Encourage others to do the same.
- g. Listen to your populace.
- h. Talk to your populace.

2. Interpersonal Conflicts

The SCA is a volunteer organization. It is also an organization made up of people who put in many hours of work, time, money and emotional energy. This is a game; however it involves real people with real emotions and sometimes conflicts arise, below are some things you might consider to govern or resolve the situations.

- a. Read from Corpora, Appendix A: Suggested Channels for Complaint and Appeal. This will give the procedures and guidelines for conflict resolution.
- b. Take a step back, the SCA runs on its own time for a reason.
- c. You may need to keep a log of all conversations including date and time.
- d. Keep participation in those negotiations down to a minimum. Only those people who are involved in the conflict should be involved.
- e. Try and solve the problem in its infant stages.
- f. If possible consider mediation.
- g. Know that at any time you can talk to the Kingdom Minister about a problem or a concern.

As an Officer there may be times when you are called upon to mediate a conflict. Understand that you are there in the capacity of your Office. Personal opinions should be avoided.

E. Miscellaneous

1. Arts and Sciences Newsletters

In cooperation with your group's Chronicler, you might consider an Arts and Sciences newsletter. This newsletter might be published once a year or however often you feel it is warranted. Articles in this newsletter might include poems, stories, how-to articles or persona stories from members of your group. An Arts and Sciences newsletter can be a valuable way to showcase your group's Arts and Sciences skills. If you have not subscribed to the Artemisian Arts and Sciences Newsletter, **The Maple**, it is highly recommended.

2. Workshops

If there is sufficient interest in a subject that cannot be taught in a single class, you might consider having a workshop. Workshops are extended classes that are held over several hours, or even over a course of days. Workshops can be taught by an individual instructor, or by several instructors.

Some suggestions on a Successful Workshop:

- a. Specify, prior to the workshop, whether individuals need to purchase their own materials or if they will be provided at the workshop. If there is a cost to the individual, they need to know this in advance.
- b. Let individuals know how long the workshop will last and what time it starts and ends.
- c. Will children be allowed?
- d. Make sure the location has the space required to work on the project.
- e. If this is a person's home, will refreshment be provided or should people bring drinks and nibbles.
- f. No one should be excluded and since this is a SCA function no alcohol should be served. *

*Workshops of brewing and the preparation of alcohols will be permitted. These alcohols are generally not ready for consumption at the preparation stage. All functions where alcohol is present are subject to mundane laws and statutes.



3. A&S Fighting Tourney

Some groups have a Fighter's Tourney that requires the fighter to have participated in either an Arts and Science competition or teach a class at a Collegium. This is a great way to bring fighters and artisans together. The person who wins this type of Tourney may be called the Defender of the Arts and Sciences.

You may already have a traditional Arts Tournament within your group; check with the Seneschal. However, if your group does not, then in cooperation with the Knight Marshall you could start a combat tourney. Ask different groups to see what they have done in the past to gain ideas of how you would like the event to be held. Some things to consider are:

- a. Have the winner(s) be the Event Steward for the event the next year.
- b. Check with your Seneschal and Herald to see if you can have a Defenders or Champions Tourney.
- c. Decide if youth can enter this event or if you would like a separate event for them.

4. Library

If your group does not have a Library then starting one would be truly appreciated for generations to come. In some cases a Librarian might be needed. A Librarian may be a deputy under your direction. (See: Other Assistants or Lesser Officers)

Below are some points of view concerning a local Library:

- a. Is this a lending library or in-house research only or a combination therein.
- b. It is very popular to copy information from the Internet. This information may be inaccurate or biased; check to see what sources they used. This information may also be copyrighted. In most cases it is all right to use the material for informational purposes however, it is best to write and ask author. You could also check with your Chronicler concerning copyright issues.
- c. Determine if your group will purchase materials, or will they be donated by individuals, or a combination.
- d. You will need a place to keep the library. Shelves, bins, files for printouts and handouts. Your library should be accessible to all in your group.

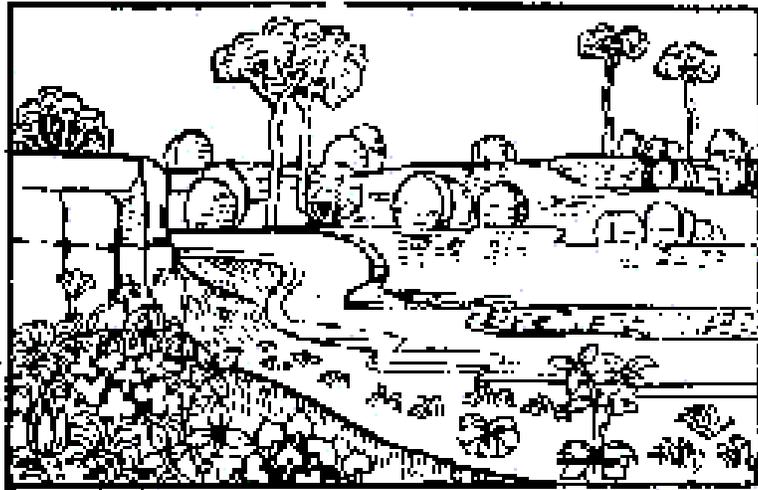
5. Group Projects

A Group Project is in invaluable way to get everyone excited about the Arts and Sciences. Many projects will present themselves as to what is needed. Below are just some ideas.

- a. A new eric with decorative pennants; you might have a contest or theme. While not everyone can sew, everyone can paint. Maybe someone within your group (or you might find an outside teacher) could make rope.
- b. Working with the Herald to determine what banners does your group need.
- c. Plan a memory book for your group; have people take pictures, write personal reports on events, display site tokens...

6. Regalia

By the custom and tradition of your group, as the Minister for the Arts and Sciences, you may be required to maintain certain regalia. Tabards or Favors are the most commonly found. You are required to keep a current inventory of any regalia in your possession. Check with your Seneschal with regard as to whether or not your office is required to have regalia.



Again, welcome to one of the most rewarding jobs you will ever have. It is hoped that this handbook will provide a valuable tool to assist you in the execution of your office. This handbook is a living document; therefore, additions or changes may occur. You are welcome to offer any suggestions to the Kingdom Minister of the Arts and Sciences.

An Example of The Minister of Arts and Sciences Report

Reports should include a summary of any ongoing A&S activities: Arts Nights, Scriptoriums, Guild meetings etc. They should also include information on any classes held, competitions, displays, and demos. Also include general comments on how you think the Arts and Sciences are going in your group.

You must report to the Kingdom Minister of Arts and Sciences by the **15th of each month**. A courtesy copy of this report should be sent to the Seneschal of your group. If you are the Minister of an incipient group then a courtesy copy of this report should be sent to the Minister of your sponsoring group if you have one. You must also keep a copy in your files.

A typical report should include the following:

Date:

Your Group:

Month you are reporting for:

Your Mundane and SCA information:

Required: A summary of the A&S activities for the month you are reporting for.

Please Note: It is required that you report each month no matter the level of A&S activities. If there were no A&S activities (and, it would be hoped this is not the case) you must still report in.

Other information you might include:

Classes: What classes were taught during reporting month and who taught them.

A&S Meetings: What topic was taught and activities done.

A&S Activities as a Group: Any special projects (i.e. making Banners, Tabards...) Give an indication of the status of such projects.

Guilds under the direction of your office: A list of such Guilds, Guild Leaders name and activities reported.

Events: If the event included arts and sciences activities and was local, than please give a brief report here. If the event included arts activities and was a Kingdom Level event, please include an event report. (Please note: this may require the assistance of the event steward in charge of the event.)

Individual Activities: While is it not necessary to list everyone's Arts projects, if someone has finished a major project, won a category at Kingdom Competition, or as done something in the arts that deserves special attention, include these in your report.

Problems and Opportunities for Improvement: This is intended to be an objective review of difficulties associated with the Arts office. Whenever possible, include

your plans and ideas for addressing the problem during the upcoming month. You can also ask for help and advice.

Goals: these should include short and long term goal and the status of them.

Some Advice on Reporting

To make it easier, make up a form letter including the Required and Optional information that suits your groups needs. Then each month just fill in the blanks. Do not be disheartened if some months are not as full as others. Understand, that if one person learned something about the arts or sciences then it was a successful month. Even if you are the only person reporting.

This is not the time for illumination or calligraphy. This report should be treated in a professional and businesslike manner. Keep a copy of all reports; yours and any past years to use as a means of reference for your successor when you are ready to step down from office.

Your report not only serves as a tool to let your supervisors know the level of Arts activities within your group, they also benefit those who come after you. By keeping an organized system of reporting you will be able to assist your populace, train your replacement more efficiently, and you will thank yourself when Domesday Report is due. (See Domesday Report)



An Example of a Domesday Report

Domesday Reports- A domesday report is a year end culmination report. It should include a brief synopsis of all arts and sciences activities held by your group, an overview of accomplishments, and a list of goals for the coming year. This report will be **due by the 15th of December**. (December's report is your year-end report.) If you have kept a careful record of all these activities throughout the year then this report will only be a matter of organizational time. However, if you took the Office late or no system of record keeping was in effect here are some things you might try to be able to accomplish your task.

1. If possible interview the former officer.
2. Confer with deputies and/or knowledgeable persons in the arts within your group
3. Ask the Chronicler to allow you to view past newsletters for arts activities that may be listed.
4. If there were any arts events held by your group interview the event stewards.
5. Ask your Seneschal to view all past arts reports their have on file.
6. Ask the Kingdom Minister for assistance.

The Domesday Report can be a valuable tool to assist you in ascertaining the direction of your group's path. This is a time to establish new goals and reflect on past accomplishments.

