

The Atenveldt Ministry of Arts and Sciences Handbook

January 2002 C.E.

I Description of Office

- a: What is The Minister of Arts and Sciences
- b: What is Arts and Sciences

II Requirements of Office

- a: Age
- b: Membership
- c: Attendance Requirements
- d: Reporting
- e: Your Files
- f: Warrant
- g: Holding other Offices
- h: Money

III: Duties

- a: Guilds
- b: Collegiums
- c: Meetings/Classes
- d: Competitions
- e: Training of personal
 - 1) Drop-Dead
 - 2): Other Assistants or Lessors Officers

IV: Questions or Concerns

- a: Motivational Methods
- b: Interpersonal Conflicts

V: Miscellaneous

- a: An Arts and Sciences Newsletter
- b: Workshops
- c: A&S Fighting Tourney
- d: Library
- e: Group Projects

This handbook is only possible because of those people who came before us to light the way.

We would like to thank the following individuals for all their support and assistance in this endeavor.

Dame Fiona Gwyllt Wynne

Lord Egan Smilebringer

Lady Meadhbh ni Dhubhthaigh

M'lady Minna Mary MacGregor

This handbook is dedicated to those who keep the fire of knowledge burning, so we will never live in darkness.

Baroness Isabel du Lac d'Azur

Minister of Arts and Sciences for the Kingdom of Atenveldt

Lady Eden Blacksmith

Minister of Arts and Sciences for the Kingdom of Atenveldt Drop-Dead



Our Badge is Azure, a candle enflamed within an arch stooped argent. In plain language, a white candle beneath a white arch, on a blue field.

I Description of Office

a: What is The Minister of Arts and Sciences

Welcome to the exciting world of 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 (MoAS) is the conductor of dreams. The MoAS helps people reach for their dreams, by encouragement, teaching and by serving as the instrument that brings the teacher to the student.

The MoAS is the officer that inspires a love of history, the educator, the one who brings history alive. The MoAS sets the tone and flavor for the group. The MoAS is the heart of the flame that burns within the society. We keep the fire of knowledge burning.

b: What is Arts and Sciences

It has been said that the Arts are for beauty, and the Sciences for use. Properly done, anything can be an art, or a science. Simply do, and do well, and all will be well.

- The Known World Handbook

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 garb 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.

II Requirements of Office

A: Age

You must be 18 or older. Non-warranted deputies must be at least 16 years of age.

B: Membership

You must be a Member in good standing of the SCA .

C: 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 provide encouragement and keep the group updated on upcoming A&S activities.

D: Reporting

Reporting is a very vital part of your job as MoAS.

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 Office.

You must report to the Kingdom Minister of Arts and Sciences by the 5th of each month. A courtesy copy of this report should be sent to the Seneschal (and the Landed Nobility if

applicable) of your group. If you are the MoAS of an Incipient group then a courtesy copy of this report should be sent to the MoAS 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)

Domesday Reports- A domesday report is a year end culmination report. It should include a brief synopsis of all A&S 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 January to the Kingdom MoAS and appropriate courtesy copy recipients (See: An Example of a Domesday Report for the proper form and required information)

If you do not send reports for two (2) months without explanation or notice given to the Kingdom MoAS (i.e. No Call No Show) then it will be assumed that you have vacated the Office and appropriate measures can be taken to oversee the duties of the office.

E: Your Files

During your time in office you will be responsible for maintaining the files of the arts and science 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:

- 1) A copy of this handbook and the Kingdom Competition Criteria handbook, complete with any additions or updates by the KMoAS.
- 2) 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.
- 3) Copies of all local reports from workshops or guilds. These should be dated.
- 4) A&S Event Reports, copies of any Arts and Sciences newsletters published by your group, and Kingdom A&S Issues.
- 5) The Atenveldt Artisans and Teachers Directory.
- 6) Articles, handouts and other materials not included in an A&S newsletter.
- 7) The Kingdom Dance CD and instructional handout.

At the end of your tenure as the group's arts and sciences officer, you will hand over your files to your successor, or Seneschal if there is no successor. Even if you keep some of your files on computer disk, 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.

F: Warrant

A Warrant is a formal agreement of service as an officer for a specified time period. It is highly recommended that you become warranted in your office, however, it is not mandatory. Check with the Kingdom MoAS on the status of your warrant.

G: Holding other Offices

As MoAS 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.

H: 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 expenditures. Save receipts! If you have an A&S 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 A&S contests. You may not use any SCA money to buy presents for any reason. You may accept items as donations for gifts, and these should be identified as such. The MoAS may sponsor fundraisers such as bake sales to raise funds for their office. Talk to your officer core and see what is customary in your group.

III: Duties

A: Guilds

Guilds are formed so that persons having an interest in a certain category may share information and practice the craft. No guild may have an exclusive membership. They can not sell their products for profit. 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 persons 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 is 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 MoAS to discuss the possibility. It is highly recommended that before you consider this type of guild you first have a long-time established A&S gathering.

Other monthly A&S 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 A&S gathering requires a special person. As MoAS 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 pointers to consider.

- 1) Try and keep the same day and time for Meetings, People are creatures of habit.

- 2) Serve snacks for the first few meetings.
- 3) Remember, Guild meetings that have been advertised in an official SCA newsletter are an official SCA function. Act accordingly.
- 4) It is best to have meetings in a neutral location.
- 5) So that no one feels unwelcome all Guild meetings should be announced and posted.
- 6) Have goals and projects to keep the Guild focused.

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

B: Collegiums

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

Below is some advice on Collegiums

- 1) Advertisement of what classes are being offered is vital to the success of the event.
- 2) Teachers can come from many sources: people from your group, surrounding areas, The Atenveldt Artisans and Teachers Directory, talk to former Collegium autocrats about their teacher's list. Sources outside of the SCA should also be considered.
- 3) Number of classes depends 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.
- 4) Serve a light lunch at location...that way you do not lose momentum for the afternoon classes.
- 5) Schedule your classes so that classes of the same category are not against each other... one textile class opposite another textile class. The same individuals will want to take both classes.
- 6) The autocrat should not teach. While at first you will think there is not much for the autocrat to do once the event is under way, you are mistaken. There are a myriad of unintended things that will need your attention.
- 7) You might consider a theme, category, or time period collegium. Be creative.
- 8) 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.
- 9) See number one: Enough can not be said about advertisement, getting people excited about coming to the collegium will ensure that they come and they bring someone, and that person brings someone.....

C: Meetings/Classes

The best way to organize the teaching of A&S 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 about A&S.

- 1) Be consistent in time and place as much as possible.
- 2) Classes should not be limited to lectures only. Hands-on classes are encouraged where appropriate.
- 3) Have light snacks; Delegate: each month have someone who is in charge of refreshments
- 4) Schedule and advertise classes in advance
- 5) Bring in outside teachers. Your local High School history teacher for example.
- 6) Pass out a survey on what classes your populace would like to see, or perhaps could teach.
- 7) Do not feel that you have to teach all the classes.
- 8) Keep a log of what classes were taught and who taught them. This information will be useful in planning for a Collegium (see Collegiums)
- 9) Pass around a sign in sheet.
- 10) Make it fun...hand puppets to explain the concept of Feudalism, play SCA 101 Bingo...

If you make A&S meetings and classes a special occasion you will have more participation and in turn share more of the world of A&S with your populace.

D: 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 competitions as a training ground for the Kingdom A&S Competition. (See: Kingdom Criteria Handbook)

Along with the model of the Kingdom A&S Competition you might also try the following competition methods:

- 1) Populace Choice (also called bean count voting) where the populous votes on the best submission by placing beans or tokens in cups placed next to the items on display.
- 2) Sponsored prize tourneys (such as the laurel prize tourneys where a sponsoring individual or group judges the pieces according to their own criteria)
- 3) 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.
- 4) A&S competition on a local level: consult your Seneschal for the traditions or customs your group may have.

Please see the Kingdom Criteria Handbook for advice on competitions.

E: Training of Personnel

1) Drop-Dead

A Drop-Dead is a deputy who is willing to assume the duties of the office.

Should the officer become unable to complete his or her duties, the Drop-Dead maintains the Office until a replacement is found for the position. Sometimes the Drop-Dead becomes the replacement. In some cases the Drop-Dead continues in the position of Drop-Dead with a new person taking the Officer's position.

The Drop-Dead must be of appropriate age for the position and must meet membership requirements for the position.

(Please see: article On the Training of Drop-Dead Deputies)

2): 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.

IV: Questions or Concerns

A: Motivational Methods

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

- 1) Show appreciation for the work that 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.
- 2) Try to erase the phrase 'That is not Period' from your vocabulary. Instead try and encourage talk about documentation, using primary sources etc.
- 3) Understand that as MoAS your words carry great impact. If you say something is bad or wrong (even in kidding) 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'
- 4) Take time to talk to all members about their personal dreams and hopes in the arts and sciences.
- 5) Take advantage of your local newsletter to advertise A&S activities, and to share information about A&S with your populace.
- 6) Listen to your populace.
- 7) Talk to your populace.

B: 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 into it. This is a game, however it involves real people with real emotions and sometimes conflicts arise, below is some things you might consider to govern or resolve the situation.

- 1) Read; Corpora Appendix A: Suggested Channels for Complaint and Appeal. This will give the procedures and guidelines for conflict resolution.
- 2) Take a step back, the SCA runs on its own time for a reason.
- 3) You may need to keep a log of all conversations including date and time.
- 4) Keep unnecessary people out of the conflict.
- 5) Try and solve the problem in its infant stages.
- 6) If possible consider mediation.
- 7) Know that at any time you can talk to the Kingdom MoAS about a problem.

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.

V: Miscellaneous

A: An Arts and Sciences Newsletter

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. Entries into 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 joined the Minister of Arts and Sciences Newsletter for Kingdom of Atenveldt please do so, it is free to all Atenveldt MoAS's.

B: 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.

Some suggestions on a Successful Workshop

- 1) 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.
- 2) Let individuals know how long the workshop will last and what time it starts and ends. Will children be allowed?
- 3) Make sure the location has the space required to work on the project.
- 4) If this is a person's home, will refreshment be provided or should people bring their own.
- 5) No one should be excluded and since this is a SCA function no alcohol should be served.

C: A&S Fighting Tourney

Some groups have a Fighter's Tourney that requires the fighter to have participated in either an A&S competition or teach a class in 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 A&S Defender.

You may already have a traditional A&S Tourney within your group; check with the Seneschal. However, if your group does not, then in cooperation with the Knight Marshall you could start one. Ask around to 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:

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

D: 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 Lessors Officers)

Below are some points of view concerning a Library:

- 1) Is this a lending library or in-house research only or a combination.
- 2) It is very popular to copy information from the Internet. This information may be inaccurate; 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.

E: Group Projects

Group Project is in invaluable way to get everyone excited about A&S. Many projects will present themselves as to what is needed below are just some ideas.

- 1) A new eric with dags; 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.
- 2) Working with the Herald to determine what banners does your group need.
- 3) Plan a Memory book for your group; have people take pictures, write personal reports on events, display site tokens...

F: Regalia

By the custom and tradition of your group, as the MoAS, you may be required to maintain certain regalia. You are required to keep a current inventory of any regalia in your possession. Check with your Seneschal in regard 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 MoAS.

Keep the fire of knowledge burning.

Ano Societatis XXXVI
Being 2002 C.E.

An Example of The Minister of Arts and Sciences Report

Reports should include a summary of any ongoing A&S activities, i.e Arts Nights, Scriptoriums , Guild meetings etc. They should also include information on any classes held, competitions, displays, and demos. Also. 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 5th of each month. A courtesy copy of this report should be sent to the Seneschal of your group. If you are the MoAS of an Incipient than a courtesy copy of this report should be sent to the MoAS of your sponsor group if you have one. You must also keep a copy in your files.

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.

Information You Might Include:

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

A&S Meetings: What topic was taught are 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 A&S activities and was local, than please give a brief report here. If the Event included A&S activities and was a Kingdom Level Event, please include a Event report. (Please note: this may require the assistance of the autocrat)

Individual Activities: While is it not necessary to list everyone's A&S projects, if someone has finished a major project, won a category in Kingdom A&S, or as done something in the field of A&S that deserves special attention.

Problems and Opportunities for Improvement: This is intended to be an objective review of difficulties associated with the A&S 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 and status of them.

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Some Advice on Reporting

To make it easier on yourself make up a form letter including the required and Optional information that suits your groups needs. Than 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 A&S than it was a success..even if that one person was you.

This is not the time for illumination or calligraphy. This report should be treated in a professional and business type manner. Keep a copy of all reports; yours and any past years to use as a means to train your Drop-Dead (See Drop-Dead).

Your report not only serves as a tool to let your supervisors know the level of A&S activities within your group..they also benefit those to come after you. By keeping a organized system of reporting you will be able to assist your populace better, train your replacement more efficiently, and you will thank your self when Domesday Report is do. (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 A&S 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 January.

If you have kept a careful record of all A&S activities throughout the year than 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 there some things you might try to be able to accomplish your task.

- 1) If possible interview the former MoAS.
- 2) Confer with deputies and, or A&S knowledgeable persons within your group
- 3) Ask the Chronicler to allow you to view past newsletters for A&S activities listed.
- 4) If there were any A&S Events held by your group interview the autocrats.
- 5) Ask the Seneschal to view all past A&S reports their have on file.
- 6) Ask the Kingdom MoAS for assistance.

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

On the Training of Drop-Dead Deputies
By Lady Eden Blacksmith
(A Personal Point of View)

If you are lucky you enjoyed the position of Drop-Dead MoAS where you were carefully and slowly trained for the numerous tasks within the Office. Where you were given the time to understand the rules and traditions of your Office within your group. Where with supportive guidance you were made ready to take your place within the scope of your position.

If you were lucky enough to enjoy such a beginning.... congratulations.

This article is for the rest of us.

Who for one reason or another we took the position with little or no training. The position of Drop-Dead is where we can set things right. The wheel does not have to be invented again and again. By training your Drop-Dead you give them the tools to carry on in the path. So that they do not have to start from the beginning.

1) Right person for the job!

If the applicant would not be able to take over the position because of age, membership requirements or other factors please carefully consider whether this is the correct time to train them. Why waste your time and theirs? Perhaps, they would be better suited to the role of assistant.

2) Do not waste their time!

If you are not going to take the time and attention in training them for the position, please do not take them on. It is rude to offer to train someone than leave them out to dry.

3) Do not waste your time!

If they do not want, or have the time to train for the position than perhaps this is not the position for them at this time. It is better to approach this situation in a professional manner than wait till personal feelings take over.

4) They are special employees!

While no money is passed they are being paid in a fashion...you are giving of your time and experience. This is very definitely a give and take relationship. They are not slaves or servants.

5) They represent the Office!

They may have the responsibility to speak for the Office when you are not there. So in that regard you should establish a working relationship so that they may know how you feel on certain issues. Be ready to back them as they should back you.

6) Talk to them!

Talk to them, have them attend officers meetings, show them your paperwork, involve them in some of your decisions, let them run a meeting, plan classes, have ideas, ask questions. In short (I know to late) let them be part of it all.

7) Limits and Goals

As you give them goals understand their limits. This is not brain surgery...no one will die if a mistake happens. Have the words THIS IS A GAME tattooed somewhere on your body.

8) What do they want?

Change is good. Understand that as you are training your possible replacement you are not hatching a clone. Just because it is a new idea does not make it a bad idea. And, even if that as been tried in the past, maybe it will work this time...and if not, well being right is its own reward.

9) Do not ignore them!

If you have a Drop-Dead you have a duty to train this person as best you can. It is not their obligation to come to you begging to be instructed. Have regular scheduled meetings with them. If you are new to the position than learn together. If you have trouble delegating duties, get over it. If you do not like this person, then, do not take them to the Prom...understand you both have a job to do. Your commitment is to the position you agreed to take.

10) Ask for help.

No one is born knowing the position of Minister of Arts and Sciences...so if you need help ask for it. If you have a problem or concern than speak up. The only way that you can be of proper service to your Drop-Dead is by understanding all you can of your position.