



## COMPOSITION GUIDELINES FOR POSTING ON THE ALCM WEB SITE

810 Freeman Street  
Valparaiso, IN 46383  
phone: 800-624-2526  
office@alcm.org  
[www.alcm.org](http://www.alcm.org)

ALCM will post the unpublished musical compositions of its members to provide congregations with free, downloadable materials for worship. All pieces submitted will be reviewed on the basis of appropriateness and notational clarity. Members accessing the resources are the final arbiters of the quality of the materials. In order for a piece to be considered for posting, please email to [office@alcm.org](mailto:office@alcm.org):

1. a PDF file of the composition with the appropriate copyright notice (see below) on the bottom of the first page; and
2. a TIF file for any assembly/congregation part.

All texts must be in the public domain or permission must be secured from the author/copyright holder. Scriptural and liturgical settings, original hymns, and organ and other instrumental works are welcomed. Special consideration will be given to unison, two-part, and SAB liturgical responses and anthems that will serve small church choirs and children's choirs well.

The following copyright notice must be included on all submitted works.

### **For public domain texts or melodies:**

*Music copyright © [year] by [your name]. All rights reserved.*

*Permission is granted to current members of the Association of Lutheran Church Musicians to reproduce this piece for use in worship & study provided that no part of the reproduction is for sale and copies are for one-time local use.*

### **For original text and music:**

*Text and music copyright © [year] by [your name]. All rights reserved.*

*Permission is granted to current members of the Association of Lutheran Church Musicians to reproduce this piece for use in worship & study provided that no part of the reproduction is for sale and copies are for one-time local use.*