

Carillon Policy

First Baptist Church
Huntsville, AL

Introduction

*The carillon is an extraordinary musical instrument with a history as rich as it is long. For more than five centuries, the carillon has been a voice for the hopes, aspirations, and joys of humankind.*¹ Our church is especially blessed to have such an instrument, and our desire is to use it to the fullest for the Glory of God and the blessing of our community.

The purpose of this policy is to promote good stewardship of the carillon of First Baptist Church, to help ensure the safety of people who enter the bell tower, and to protect the carillon and the FBC facility. It covers the bell tower, carillon, electronic console, and practice clavier, and applies to all users. A user is anyone who enters the bell tower or plays the carillon, electronic console, or practice clavier.

For definitions of terms, please see the glossary in Appendix A.

Access Requirements

No one under 12 years of age is permitted in the tower, and those who are under 19 years of age must be accompanied by their parent or legal guardian. All users must have a signed Acknowledgement of Carillon Hazards and Safety Rules (see Appendix B) on file.

Access to the carillon is granted on six levels, each of which imposes particular requirements on the users. The Associate Minister of Music and Organist (AMMO) approves all access (or may delegate approval authority) and keeps a list of all people who have fulfilled the requirements and are approved at each level. Appendix C shows a checklist that the AMMO can use in the approval process. The access levels are as follows:

- Certified Special Maintenance Technician
 - Has access to all areas in the tower, including the bell chamber.
 - Has access to the clavier, electronic console, and practice clavier.
 - May not escort guests.

This is the level of access granted to the technicians who provide inspection and basic annual maintenance as well as FBC members who maintain the electrical, mechanical, and electronic elements of the carillon (strickers, motors, etc.). This is the only level that includes access to the bell chamber.

¹ From "Carillon History," The Guild of Carillonneurs of North America: <https://gcna.org/carillon-history>. The GCNA website has a wealth of information about carillons.

- Certified General Maintenance Technician
 - Has access to the tower and cabin but not the bell chamber.
 - May not escort guests.

This is the level of access granted to FBC support staff who clean and maintain the tower and the electrical and mechanical systems in the tower (elevator, lights, phone, air conditioner, etc.).

- Certified Musician
 - Has access to the tower and cabin but not the bell chamber.
 - May escort guests.
 - May play the carillon, electronic console, and practice clavier.
 - May have access to the bell computer.

This is the level of access granted to musicians who play or teach others to play the carillon.

- Certified Host
 - Has access to the tower and cabin but not the bell chamber.
 - May escort guests.

This is the level of access granted to those who provide tours of the tower and cabin.

- Student Musician
 - Is allowed access to the tower and cabin when escorted by Certified Musician.
 - May play the carillon, electronic console, and practice clavier.

This is the level of access granted to students of the carillon.

- Guest Observer
 - Is allowed access to the tower and cabin when escorted by Certified Musician/Host.

This is the level of access granted to guests who are visiting the tower and cabin.

Requirements and Responsibilities for Certified Access Levels

To be granted one of the four certified access levels, a person must satisfy these requirements:

- Must be age 19 or older.
- Must be physically capable of getting to and from the cabin (or bell chamber) safely.
- Must have attended certification training and have a current Carillon User Certification on file.
- Must have a signed Acknowledgement of Carillon Hazards and Safety Rules on file.
- Must have approval from the AMMO (or designee).

A person with certified access must carry out these responsibilities:

- Must abide by the scheduling policy set by the AMMO.
- Must enforce age requirements on students or guests being escorted: no one under 12 years of age; under 19 requires parent/guardian escort.
- Must abide by the church safekeeping policy²; anyone who escorts students or guests under 19 must complete the requirements of the safekeeping policy including the background check.
- Must confirm access eligibility for guests: a signed Acknowledgement of Carillon Hazards and Safety Rules on file; approval of the AMMO (or designee).
- Must notify an on-site sponsor (a certified user on the premises who is aware that someone is in the tower and who can be reached in case of an emergency).
- Must ensure that borrowed keys are returned.
- Must not be on the roof or in the tower during inclement weather (lightning, high winds, ice).
- Must lock doors between publicly accessible areas and the roof/tower.
- Must enforce footwear policy (to protect the roof: no spiked heels).
- Must enforce occupancy requirements
 - Elevator: 2 occupants or 500 lbs.
 - Cabin: 5 occupants.
 - Bell chamber: fewest required to accomplish maintenance.
- Must be able to use the emergency contact list to call for help if necessary.
- Must be able to use the harness, ladder, and braking device and to help others to do the same.

Must ensure proper use of the instrument and the facility.

² See the glossary in Appendix A for information on the safekeeping policy.

Requirements and Responsibilities for Non-Certified Access Levels

To be granted non-certified access, a person must satisfy these requirements:

- Must be age 12 or older; must be accompanied by parent or legal guardian if under age 19.
- Must be physically capable of getting to and from the cabin safely.
- Must have a signed Acknowledgement of Carillon Hazards and Safety Rules on file; a parent must sign for a child aged 12-18.
- Must have approval from the AMMO (or designee).

A person with non-certified access must carry out these responsibilities:

- Must not visit the tower without a Certified Musician/Host in their party.
- Must wear appropriate footwear (no spiked heels).
- Must follow safety instructions from the Certified Musician/Host.

Certification

Certification is required for anyone who will be in the tower alone, escort others to the tower or cabin, or enter the bell chamber. Certification includes instruction on:

- Requirements and responsibilities for all who access the tower.
- Requirements of the church safekeeping policy.
- Physical access to the tower.
- Protection of roofing material.
- Use of the elevator.
- Limits on occupancy.
- Location and use of the fire extinguisher in the cabin.
- Safety in the bell chamber (for Special Maintenance Technician).
- Emergency contacts.
- Emergency egress.

The Carillon Cabin Emergency Contact List is described in Appendix D. General Maintenance Technician, Musician, and Host certifications must be renewed biannually; Special Maintenance Technician certification is perpetual. Details of certification are shown in Appendix E.

Scheduling

The AMMO establishes the policy for scheduling the carillon, electronic console, and practice clavier, and coordinates and approves the schedules. Anyone who enters the tower or uses the electronic console or practice clavier must abide by the schedule policy.

Key Checkout

The church Business Manager and the AMMO (or their designees) maintain sets of keys used to access the roof and tower, set policies for loaning keys to certified users, and manage key check-out and check-in.

Performances

Since all carillon performances are public, anyone who plays the carillon or the electronic console should carefully consider the surrounding community. Performers are encouraged to use the practice clavier to bring their skills to performance level. All publicly performed music is subject to approval by the AMMO. Established quiet hours must be observed. Quiet hours are daily before 6:45 a.m. and after 6:45 p.m.; Wednesdays between 5:30 p.m. and 6:30 p.m.; and Sundays between 10:15 a.m. and 11:45 a.m.

Maintenance

Special maintenance is the annual service provided by a contractor in accordance with an approved maintenance agreement. There are separate agreements for the carillon and the elevator; each agreement lays out the details of the maintenance to be performed.

General maintenance is the routine service provided by the church custodial staff. It includes periodically cleaning the tower and cabin as well as annually completing the Carillon Safety Maintenance Checklist shown in Appendix F. The Business Manager keeps the completed checklists on file for at least ten years.

Safekeeping Policy Note

In order to abide by the church safekeeping policy, escorting a minor into the tower requires participation of the child's parent or legal guardian and two Certified Musicians/Hosts.

1. The parent/guardian must remain with the child from the time that they step onto the roof until they are safely back inside the building.
2. The first Musician/Host takes the elevator to the cabin and, remaining in the cabin, sends the elevator down to the base of the tower.
3. The second Musician/Host assists the parent/guardian and child into the elevator and, remaining at the base of the tower, sends the elevator up to the cabin.
4. The first Musician/Host assists the parent/guardian and child off of the elevator and into the cabin.

To exit the tower, the process is reversed.

1. The first Musician/Host assists the parent/guardian and child into the elevator and, remaining in the cabin, sends the elevator to the base of the tower.
2. The second Musician/Host assists the parent/guardian and child off of the elevator and, remaining at the base of the tower, sends the elevator up to the cabin.
3. The first Musician/Host takes the elevator to the base of the tower.
4. The party re-enters the building.

Appendix A Glossary

AMMO – The Associate Minister of Music/Organist.

Bell chamber – The volume near the top of the tower where the bells are hung.

Bell computer – The dedicated computer running custom-built software that can control the electronic console and the peal function. Access to the bell computer is granted by permission of the AMMO.

Bell tower – The structure that contains the carillon and cabin.

Cabin – The room from where the carillon is played. The cabin is located in the bell tower just below the bell chamber.

Carillon – A musical instrument composed of at least two chromatic octaves of tuned bells, played from a keyboard that permits expression by variation of touch.³

Carillonneur – A musician who plays the carillon.

Clavier – The console from which the carillon is played. The clavier is located in the cabin.

Electronic console – The custom-built, piano-like keyboard from which the 24 larger bells may be played without expression.⁴ The electronic console is located in the music suite behind the sanctuary and is also controlled by the bell computer.

Onsite sponsor – a certified user on the premises who is aware that someone is in the tower and who can be reached in case of an emergency.

Peal – the automated swinging of up to four bells simultaneously, each at its own cadence. The bell computer controls the peal function.

Practice clavier – The console which is laid out similarly to the clavier but which produces sound on tone bars rather than bells. The practice clavier is located in the choir room and allows the carillonneur to practice without performing publicly.

Safekeeping policy – The Child and Youth Protection Policies and Procedures, available on the church website Members Page (<https://www.fbchsv.org/members-page>).

³ From “Glossary of Carillon Terms,” The Guild of Carillonneurs of North America: <https://gcna.org/glossary>.

⁴ The 24 larger bells may also be played from the organ console.

Appendix B
Acknowledgement of Carillon Hazards and Safety Rules

I, _____, acknowledge that entering the bell tower at First Baptist Church, Huntsville, carries certain risks including, but not limited to:

- Tripping while accessing and traversing the roof as well as walking and climbing inside the tower.
- Falling from the roof, as the edge is not barricaded.
- Slipping on water or ice on the roof or tower floor.
- Claustrophobia (fear of confined spaces) inside the tower, elevator, or cabin.
- Nyctophobia (fear of the dark) in case of electrical failure or momentarily as the elevator door interlocks are disengaged.
- Kinetosis (motion sickness) in the elevator or cabin, especially during windy weather.
- Acrophobia (fear of heights) in the elevator or bell chamber.
- Entrapment in the elevator or cabin in the case of electrical failure or mechanical malfunction.
- A single egress path, limited to two persons at a time in the elevator, in case of fire or other emergency.
- Fall hazard (up to 90 feet) in using the emergency harness and ladder in case of elevator failure.

For Certified Special Maintenance Technicians who access the bell chamber:

- Fall from the support structure (up to 30 feet) or from the tower (~100 feet).
- Head injury.
- Electrocution from 220V power lines.

I agree that I will abide by all safety rules, including:

- All users must wear appropriate footwear while on the roof or in the tower or cabin (no spiked heels).
- No non-certified students or guests may step onto the roof or enter the tower or cabin without a Certified Musician/Host present.
- Non-certified users must follow safety instructions given by the Certified Musician/Host.

Optional: I am signing this on behalf of my minor child, _____.

I affirm that I have read and understand the hazards described above and I agree that I (or my minor child) will follow the established safety policies and the safety instructions given by the Certified Musician/Host. I agree that I assume the risks associated with this activity enumerated above and those risks associated but not specifically listed. I freely and voluntarily choose to assume all of the risks and all current and future responsibility, liability, and duty of care for myself and/or my child while being involved, around, or participating in the subject activity. I exempt, absolve, and hold harmless First Baptist Church, Huntsville, Alabama, its employees, officers, directors, members, and associates from any and all current or future responsibility, liability, duty of care, and/or claims arising out of any injury, death, or loss while being involved in the subject activity.

Signature _____ Date ____ / ____ / _____

Appendix C
Carillon User Approval Checklist

This checklist may be helpful in the process of approving carillon users.

For certified users:

- 1. Age 19 or older.
- 2. Physically capable of getting to and from the cabin (or bell chamber) safely.
- 3. Acknowledgement of Carillon Hazards and Safety Rules form on file.
- 4. Carillon User Certification on file.
- 5. Safekeeping Policy training and background check completed (required only if escorting minors into the tower or cabin).

For non-certified users age 19 and over:

- 1. Physically capable of getting to and from the cabin (or bell chamber) safely.
- 2. Acknowledgement of Carillon Hazards and Safety Rules form on file.

For non-certified users ages 12 to 18:

- 1. Physically capable of getting to and from the cabin (or bell chamber) safely.
- 2. Acknowledgement of Carillon Hazards and Safety Rules form on file, signed by parent or legal guardian.

Appendix D Carillon Cabin Emergency Contact List

Each emergency contact listed must be a certified user. Emergency contact information must be posted in conspicuous locations near the cabin phone and at the base of the tower. The page must include the following instructions in easily-readable font:

IN CASE OF EMERGENCY

In case of fire or medical emergency, call 911.

Tell the operator that you are at First Baptist Church, 600 Governors Drive, in the bell tower.

Emergency responders should meet the staff at Entrance 1 on Governors Drive.

In case of a lesser emergency that does not require 911, call the numbers listed below.

The list that follows the instructions above should include “Your onsite sponsor” (without a specific name or phone number) followed by the titles, names, and phone numbers (preferably cell phones where appropriate) of the people shown below (or others as appropriate):

- Your on-site sponsor
- FBC Receptionist or Safety Officer
- FBC Music Office
- FBC Associate Minister of Music and Organist
- FBC Business Manager
- FBC Lead Carillonneur
- FBC Executive Pastor

**Appendix E
Carillon User Certification**

Name of certified user: _____

Certification (check all that apply): Certification Expires ___ / ___ / _____

- Certified Special Maintenance Technician (no expiration)
- Certified General Maintenance Technician (expires 2 years)
- Certified Musician/Host (expires 2 years)

All certified users must carry out these responsibilities:

- 1. Must enforce age requirements: no one under 12 years of age; under 19 requires adult escort and parent’s signed permission.
- 2. Must abide by the church safekeeping policy; anyone who escorts students or guests under 19 must complete the requirements of the safekeeping policy including the background check.
- 3. Must confirm access eligibility for guests: a signed Acknowledgement of Carillon Hazards and Safety Rules on file; approval of the AMMO (or designee).
- 4. Must notify an on-site sponsor (a certified user on the premises who is aware that someone is in the tower and who can be reached in case of an emergency).
- 5. Must ensure that borrowed keys are returned.
- 6. Must not be on the roof or in the tower during inclement weather (lightning, high winds, ice).
- 7. Must lock doors between publicly accessible areas and the roof/tower.
- 8. Must enforce footwear policy (to protect the roof: no spiked heels).
- 9. Must enforce occupancy requirements
 - Elevator: 2 occupants or 500 lbs.
 - Cabin: 5 occupants.
 - Bell chamber: fewest required to accomplish maintenance.
- 10. Must be able to locate and use the fire extinguisher in the cabin.
- 11. Must be able to use the emergency contact list to call for help if necessary.
- 12. Must be able to use the harness, ladder, and braking device and to help others to do the same.
- 13. Must ensure proper use of the instrument and the facility.

In addition, a Special Maintenance Technician must carry out these responsibilities:

- 14. Must shut off power to the bell chamber before entering and restore power as needed.
- 15. Must ensure that the hatch to the bell chamber remains locked after exiting.

I have received adequate training on all of the items checked above.

Certified user signature _____ Date ___ / ___ / _____

Certifier signature _____ Date ___ / ___ / _____

**Appendix F
Carillon Safety Maintenance Checklist**

This checklist is to be completed by a General Maintenance Technician at least once each calendar year and kept on file in the church Business Office for at least ten years.

- 1. Door to roof is in good repair. Yes ___ No ___
- 2. Door to roof can be locked. Yes ___ No ___
- 3. Roof is free of tripping hazards. Yes ___ No ___
- 4. Door to tower is in good repair. Yes ___ No ___
- 5. Door to tower can be locked. Yes ___ No ___
- 6. Tower floor is free of debris. Yes ___ No ___
- 7. Drain in center of tower floor is free of debris. Yes ___ No ___
- 8. Emergency Contact List is updated and posted at the base of the tower..... Yes ___ No ___
- 9. Elevator light is functional. Yes ___ No ___
- 10. Elevator battery-operated lights are mounted and functional. Yes ___ No ___
- 11. Safety harness is hung in elevator. Yes ___ No ___
- 12. Emergency ladder braking device is accessible and functional. Yes ___ No ___
- 13. Elevator is fully operational. Yes ___ No ___
- 14. Cabin door is in good repair. Yes ___ No ___
- 15. Cabin interior lights are operational. Yes ___ No ___
- 16. Cabin emergency lights pass their functional test. Yes ___ No ___
- 17. Cabin floor is free of obstacles. Yes ___ No ___
- 18. Cabin has a fire extinguisher with current certification and correct levels. Yes ___ No ___
- 19. Emergency Contact List is updated and posted near the cabin phone. Yes ___ No ___
- 20. Cabin phone can place calls to internal FBC numbers. Yes ___ No ___
- 21. Cabin phone Caller ID (to internal FBC numbers) indicates "Bell Tower." .. Yes ___ No ___
- 22. Cabin phone can receive calls from internal FBC numbers. Yes ___ No ___
- 23. Cabin phone can place calls to external, non-FBC numbers. Yes ___ No ___
- 24. Cabin phone can receive calls from external, non-FBC numbers. Yes ___ No ___
- 25. Cabin HVAC is operational and in good repair. Yes ___ No ___
- 26. Hatch to bell chamber is locked. Yes ___ No ___

Other safety or maintenance issues: _____

Completed by _____ Date ___ / ___ / _____