

## Chapter 1: An Introduction to the Job

Congratulations! If you are reading this, you are probably a new Minister of Arts and Sciences (MOAS). This chapter will provide you with some of the basic information and policies you need to get started with your new office.

The purpose of the Arts and Sciences in the Society is to help us recreate medieval life and culture. It is the responsibility of the Minister of Arts and Sciences to encourage everyone who wants to learn, teach, study, demonstrate, display, or practice some medieval art or science to do so.

MOASs have four principal tools at their disposal to help them with their work: Facilitation, Communication, Encouragement and Recognition.

**Facilitation:** Otherwise called “networking”, facilitation puts the people who want to learn stuff in contact with the people who know stuff.

**Communication:** Reporting is very important, but there is more to communication than reports. A good MOAS encourages communication among artisans. Find out what arts and sciences people in your group want to learn about. Arrange classes or workshops on those topics. If no one in your local group can teach, arrange for guest teachers from another group. Your Regional and Kingdom MOAS can help you find teachers if you don't know who to contact.

**Encouragement:** Encourage people in your group who are working on group and individual projects, help new members make or obtain basic garb and other necessities, and help members prepare to enter A & S displays and contests.

**Recognition:** Be aware of what people in your group are doing, praise their endeavors and make sure recognition is given where it is due! Public praise is a great motivator: have "show and tell" local meetings, arrange arts and sciences displays at local events or put a column in your local newsletter that features what artisans in your area are doing. Nominate worthy people for Baronial and/or Kingdom awards. Refer to Chapter 9, Awards, for more details.

The Arts and Sciences happen every day; when food is prepared to share, a new costume is made; armor is updated, in every attempt to look and feel medieval. Think about what you and your friends are doing every day to make the SCA come alive, and you will find the Arts and Sciences. The MOAS should foster growth of the Arts and Sciences in the SCA, keeping in mind that everyone will move at his/her own pace.

In the SCA framework, reporting is important and necessary, you should make every attempt to be complete and on time. Take time to communicate with your group to learn about their projects, progress, and any problems they may be encountering to include with your reports.

An effective MOAS willingly shares ideas and information. Learning is enhanced by researching, doing and teaching. Direct people to good SCA sources to find and share information such as local newsletters, *Artes Draconis* (the Arts and Sciences Newsletter of the Middle Kingdom), *Tournaments Illuminated*, or *The Compleat Anachronist*; or at a Royal University of the Midrealm (RUM) session, Pennsic, or local workshops.

## Levels of Ministers and Their Responsibilities

There are four levels of Ministers of Arts and Sciences within the Middle Kingdom. ; a brief description of each and their duties follows. This list of duties is by no means exhaustive. Please refer to the rest of this handbook for details on the duties.

**Local Ministers of Arts and Sciences (MOAS)** act within a local group (such as a Shire, Riding, Canton, March, College, or Stronghold) to promote and encourage the Arts and Sciences, help members find those who can teach what they want to learn, and report activities on a quarterly basis. All local groups attached to Baronies report to the Baronial MOAS. Local groups that are not attached to a Barony report to the Regional MOAS. A Local MOAS's Quarterly Reports are due to the next level MOAS on January 1, April 1, July 1 and October 1.

**Baronial Ministers of Arts and Sciences (MOAS)** duties are the same as to the Local MOAS with a few additions. A Baronial MOAS should work closely with any Canton or Marches the Barony has to collect local reports and include these groups' activities in their Quarterly Reports. Although it is important for all MOASs to report, a Barony should have a full slate of reporting officers, including an MOAS. The term Local MOAS in this Handbook also refers to Baronial MOAS. A Baronial MOAS's Quarterly Reports are due on January 15, April 15, July 15 and October 15.

**Regional Ministers of Arts and Sciences (RMOAS)** coordinate Regional A & S activities including administering the Regional A & S Faire each year, help local MOASs, assist the KMOAS with the Kingdom A & S Faire when possible, and report quarterly to the Kingdom MOAS. A Regional MOAS's Quarterly Reports are due January 30, April 30, July 30 and October 30.

**Kingdom Minister of Arts and Sciences (KMOAS)** supports A & S activities across the Kingdom, prepares a list of warrants to present to Their Majesties, reports quarterly on A & S activities to Corporate level, administers the Kingdom A & S Faire, and serves as a member of the Curia Regis (Royal Council). The Kingdom MOAS's Quarterly Reports are due on the schedule that the SCA Corporate sets, including a Domesday.

The duties described in these pages are relatively easy and should not be a heavy weight on a person's activities in the SCA. Being a Local MOAS is a joy and you will find yourself repeatedly impressed with the creativity and imagination of the citizens in your group.