

CHANCEL CHOIR HANDBOOK 2007-2008

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YOUR 2007-2008 CHOIR OFFICERS

STAFF

DIRECTOR OF MUSIC MINISTRIES:

Scott Dean

MUSIC ASSOCIATE

Karen Schmitt

MUSIC SECRETARY/LIBRARIAN

Alicea Novak

ORGANIST:

Wayne Slater

SECTION LEADERS:

Keith Mikelson, Steve Tachell

EXECUTIVE CABINET

PRESIDENTS

Jay and Kathy Pearson

PRESIDENT-ELECT:

Tom North

CO-VICE PRESIDENTS - FELLOWSHIP:

Jackie Vernon, Jan McCallum, Wayne Bath

VICE PRESIDENT - FINANCE

Barb Stoddard

CHAPLAIN:

Joel Mattson

APPOINTED MEMBERS

MEMBERSHIP CHAIRPERSON:

Debbie Berkley

SECTION SHEPHERDS:

SOPRANO:

Heather Blair

ALTO:

Linda Solyntjes

TENOR

Larry May

BASS:

Bob Ulrich

MISSION AND MEMBERSHIP STANDARDS

"Excellence in all things, and all things to the GLORY OF GOD"

MISSION: The Mission of the Ministry of Music is to glorify God, proclaim God's word, and minister to and through those who serve.

MEMBERSHIP STANDARDS:

PURPOSE:

The fulfillment of our mission is dependent upon an earnest commitment from each choir member to God, His church and community and to the standards of the choir and the procedures set forth by the governing body.

GOALS:

- ❖ Support the sacred Word through sacred song.
- ❖ Effective ministry to our congregation family.
- ❖ Ministry within the choir family.
- ❖ 100% effort for 100% participation.
- ❖ Total communication of unavoidable absences and tardiness.
- ❖ Responsible and sensitive shepherding by elected and appointed choir board members.

ATTENDANCE

The attendance of each individual in choir is the most crucial determinant of the quality of the music we make.

Occasional absence due to illness, family emergency or essential business may be unavoidable. However, absence due to inconvenience or non-essential conflicts undermines our commitment to each other and to our ministry. All of us need to take our responsibility seriously and make every effort to be at rehearsal and other events all of the time.

Please use the sign-out book and turn in a blue *Notification of Absence* card as soon as you are aware of a conflict in your schedule.

Sunday participation

Choir sings the majority of Sundays each month (3 of 4, 4 of 5, etc). Singing Sunday worship is our first priority and active members should be participating in more than 75% of the Sundays that the choir sings. The director may invite some singers to train with the choir weekly by singing Thursday rehearsals only.

CALENDAR/SCHEDULE

CHOIR SEASON

Choir membership is for a complete season, September through June. The choir season is planned each August. Your time is greatly valued and every effort is made to use it wisely.

SUNDAY WORSHIP

With worship as our first priority singers should always attend one complete worship service.

- The choir regularly sings and attends the 9:00am service and then leaves after singing the anthem at the 11:00am service.
- Festival worship or "Worship Through Music" Sundays will require participation in the entire service at all hours.

MULTIPLE PRESENTATIONS

In addition to Sunday anthems, there are also multiple presentations of the same music where the choir personnel needs to be the same for each presentation: Worship Through Music in December, (9:00, 11:00a.m. and 6:00 p.m.), Christmas Eve, 6:30/8:00/9:30pm, Lenten concert and Good Friday, Easter Sunday (8.00, 9:30 & 11:00 a.m.) and Worship Through Music in May or June (9:00 and 11:00 a.m.)

Singers need to commit to each presentation. Extenuating circumstances of grave importance may be considered by the director on a case by case basis, otherwise, please sign-out well in advance if you can not attend each presentation of any given piece or program.

REQUIRED REHEARSALS

Percentage: In preparation of a major work, or a special project, a specific number of mandatory rehearsals over a particular period of time may be set as a minimum for participation.

“Dress Rehearsals”: Even if you have attended all the choral rehearsals for a major work or festival service, attendance of the final “dress” rehearsal(s) is required.

Fall and Winter workshops: These are very productive all-day rehearsals that enable the choir to establish a foundation of note-learning for major works or projects presented during the season. Members are requested to prioritize these two, all-day rehearsals into their calendars.

MISS THURSDAY, SING SUNDAY??

If you miss a Thursday rehearsal please do not plan on singing the following Sunday unless the director contacts you.

NOTIFICATION OF ABSENCE

Conflicts -- *Sign out in advance as soon as possible*

1. Submit a blue, 3x5 “Calendar Conflict Card”. If you have multiple dates, please write them all on one card; then --
2. Record your absence in the blue “Conflict Calendar” notebook

“Day of” conflicts -- *Call the Hotline*

Call the Hot Line for last minute notification of absences. Messages will be checked up until the time of rehearsal or warm-up for worship begins. During business hours call (425) 454-3082 and ask for the Choir Hotline, extension 3335. After hours enter the extension number, 3335, at the prompt.

CALL OR E-MAIL THE DIRECTOR

If you have concerns or ideas you would like to discuss with Scott call or e- mail him at the church; 425-454-3082, ext 3308, send a message to sdean@fpcbellevue.org, or to his assistant at kschmitt@fpcbellevue.org. You may also reach Scott through Karen Schmitt, ext 3346.

WHAT TO GUARD AGAINST:

In the same manner that each Christian must guard against daily temptation, the choir member must guard against tardiness, erratic attendance, negative attitude, lack of concentration in rehearsal, etc. Regardless of its size, a choir depends greatly upon every member: *you are a very important part of your section and the choir family.*

REMEMBER: *“Excellence in all things and all things to the GLORY OF GOD”.*

Extended leave policy

Purpose

- To clarify and make consistent the status of non-active members;
- To better equip librarians in music folder assignments
- To assist in robe assignments
- To clarify purposes of choir participation and expectations of membership

Leave of Absence (4-6 weeks)

If you are going to be absent for more than three consecutive weeks please request a *leave of absence*. A leave of absence may be granted for 4-6 weeks. Please speak with the director to make arrangements for a Leave of Absence.

Extended leave (6-8 weeks)

If you're going to be missing for 6-8 weeks please request an *extended leave* and specify the date of their return. During this time your music and robe may be re-assigned and your participation may be limited upon return to choir.

Sabbatical (more than 8 weeks, less than one year)

If you need to leave the choir without a specific return date (a year or less) please speak with the director about going on *sabbatical*. When you would like to rejoin the choir, please contact the director.

Inactive (longer than one year)

This is for members who wish to take time away from the choir longer than a sabbatical. When you wish to rejoin the choir please contact the director for an interview. Please don't join the choir purely for the masterwork or Music Ministry Abroad projects. Sunday worship is our first priority.

Extended sick leave

Please let the director know of your situation and we'll work with you to extend your leave of absence or extended leave status as needed.

MUSIC, ROBES & LOCKERS

MUSIC:

All music has individual numbers on the top right corner. This number is your folder number and should correspond with the number next to your music slot and other folders. Please take special care of your music so it will be in good condition at some future date when you will use it again. Do not leave your music folder at home, especially if you are going to be absent from choir.

Please use pencil ONLY (not ink or highlighter pens) when marking your music. Please don't cut scores to fit your folder or hole punch them. Please keep folders and slots clear of clutter & debris.

In case of impending absence, please remove music to be performed from your folder and place it on top of the folders in your slot for the Music Librarian.

ROBES:

Each singer will be assigned a robe by the President-Elect. If your robe is ever missing, please see your Pres-Elect for a temporary assignment until your robe is located. Robes are cleaned once a year. Choir members assume responsibility of maintaining their robes and/or providing **additional** dry-cleaning **if needed**. Please check with your cleaner's ability to clean and press the robe before you employ their services!

Any minor repair that is needed from time to time, such as fixing a hem, should be coordinated with the President-Elect. Please do not alter robes. After each use, special care needs to be taken in hanging the robe and stole neatly on the proper hanger.

APPAREL UNDER ROBES FOR MEN/WOMEN:

Please don't wear oversize collars, turtlenecks, large earrings or visible necklaces. Excessive makeup may soil robes and stoles. You may be asked to coordinate shoes, hose and/or shirts for processions or other special events.

FRAGRANCE FREE ENVIRONMENT

Many singers are allergic to perfume, cologne etc. Please refrain from perfume, cologne, lotions or aftershave during rehearsals and performances. Your consideration of others is appreciated!

LOCKERS:

The robe rooms are NOT locked Sunday mornings or during other performances. Women are requested to secure their wallets or purse in an assigned locker. Men are requested to remove their wallets from their jackets. Women may purchase a lock and see the President-Elect to be assigned a locker.

THURSDAY EVENING REHEARSALS:

When you arrive for rehearsal please:

1. Retrieve music from music cabinet. Always check your slot for new music.
2. Check-in on attendance sheet.
3. Make sure to put on your lanyard/nametag
4. Pick up a copy of rehearsal order and announcements.
5. Check picture seating chart for seat assignment.
6. To find your seat in the choir, count rows from the back and, chairs *from the center of the row, .*
7. Arrange your music in order according to the rehearsal schedule.
8. If any of your music is missing, please notify the Music Librarian prior to the rehearsal.
9. Please do not borrow music from another folder.

Because all of this takes a few minutes and rehearsals are to begin promptly, please arrive five to ten minutes before rehearsal starts.

NAMETAGS

We've made these nametags on lanyards to be easy to wear on Thursdays without fear of damaging delicate fabrics or forgetting your next chair neighbor's first name! Please be sure to wear your nametag each week.

SEATING ASSIGNMENTS

A picture seating chart is used for rehearsal and worship seating. According to personnel, music, and a variety of other factors, your seat assignment may vary. If you have concerns or physical needs that affect your placement, make sure to tell the director! Please do not change the predetermined seating order

TRANSITION TIME IN THURSDAY REHEARSAL

The transition from the rehearsal hall to the sanctuary each week allows singers a few moments to refresh themselves, use the facilities and find their place in the sanctuary seating. In order to respect your time and use our rehearsal time most efficiently, we won't be serving juice, coffee or snacks at this time – but we have all those things and more on Sundays between services for your enjoyment!

"A THOUGHT" AND "CLOSING PRAYER":

As a community we take time to pray for one another, our church and ministry at the end of rehearsal. At this time we also hear an inspirational thought offered by our Chaplain.

PRAYER REQUESTS: CARE NEEDS AND CONCERNS

If you have a prayer request, please fill out the prayer request card. At the beginning of the rehearsal, put the prayer request in the basket, or turn it in to the Chaplain or your section shepherd. Unless otherwise directed, the prayer will be included in the choir's closing prayer. Prayer cards will be forwarded to the Congregational Care Dept. after rehearsal.

On Sunday, if you wish the congregation to pray for you in worship; fill out a prayer card and give it to the Chaplain, who will in turn give it to an usher before the first morning service.

If you have a personal need that you wish prayer for, but for which you don't want public prayer, the chaplain or the section shepherds are available to talk to you, both at rehearsal and by phone. Confidentiality will be respected.

If you have a concern about another choir member (for example, if you know another choir member is ill) please talk to the chaplain or one of the section shepherds.

SUNDAY MORNING WORSHIP

Please be in the Choir Room, robed, with music, hymns and bulletin, in black folders at 8:25a.m. Late arrivals are very disruptive to the entire choir, so please be *in your seat* at 8:25. Special "call times" for Festival worship services will be announced. *Please make sure to check in on the attendance roster.*

CAN WE HEAR YOU? Maybe. Please be aware that the hallway between S150 and the Sanctuary tends to amplify sound, so you may be heard in the sanctuary. Best to whisper! While in the choir loft, please DO NOT talk.

IF YOU SEE THE MUSIC WING DOORS CLOSED please do not open them, they are closed to keep the sound from the music wing and rehearsal rooms from being heard in the narthex (usually because there are people there in overflow seating.)

After singing in worship, remove the music which was sung from your folder and place it in the appropriate return basket. NOTE: If you don't see a basket for a particular piece, please hang onto that music, you may need it in a subsequent Sunday. If you're not sure, ask the music librarian.

SUNDAY SHUTTLE

To alleviate congested Sunday morning parking conditions in the main parking lot, a "door to door" Choir shuttle service from Bellevue Christian School is provided! Shuttles run continuously from 8:00 a.m. to 12:30p.

Choir members are church leaders, and as such, are requested to use the shuttle parking to provide more room for visitors and a less-stressed parking lot on Sunday mornings. If you're running late and can't make the shuttle, park in the north lot nearest the main entrance off Bellevue Way.

SUNDAY OFFERING

A basket for offerings will be circulated in worship during the offertory for choir members. Choir members should have their offering ready for collection at this time.

SUNDAY FOOD AND FELLOWSHIP

A church choir is more than a gathering of singers – it's a gathering of a faithful family. On Sunday mornings between services, snacks are provided in S141. Please feel free to enjoy the coffee, snacks, conversation and fellowship during this time – it's there just for you!

OTHER WORSHIP OPPORTUNITIES

SUMMER CHOIR

For 9:00 and 11:00 worship on each of the Sundays in July, Summer Choir sings the anthem. Summer choir is open to any adult and experienced youth who is available for rehearsal at 8:00 that morning and who has an interest in singing choral music in a smaller group.

MINISTRY ABROAD

Every few years, members of the Chancel Choir have the opportunity to present their music in ministry abroad. In 1997, the Music Ministry Abroad went to the Czech Republic, Austria and Germany; in 2001, to Hungary, Croatia, Slovenia, and Italy; and in 2004, Poland, Slovakia, and a return to the Czech Republic. MMA in June/July of 2007 took the choir and handbells to small churches and outposts in Russia and Finland.

ENSEMBLE

Ensemble is a small group of auditioned singers who are full-time Chancel Choir members with additional experience in and desire for more complex chorale work. Singers in this chorale can sight read music, prepare their vocal part independent of rehearsal, and have recent experience in solo or small ensemble singing. Auditions in voice parts with openings are scheduled as needed; for further information, see Scott Dean.

WHO SHOULD I SEE IF I HAVE A QUESTION ABOUT -- ??

-- a choir social event, Sunday munchies, end of year brunch, or food for rehearsals?

Talk to the VP of FELLOWSHIP. This person handles First Rehearsal Dessert, Fall & Winter workshops lunch and snacks, the Christmas and Easter Buffets, sign ups for munchies, and the End-Of-The-Year Brunch.

-- my robe or locker?

Talk to the PRESIDENT-ELECT. In addition to helping the President, the Pres-elect handles all issues of robe assignments/cleaning/repair, and locker assignments.

-- getting prayer or emotional support?

Talk to the CHAPLAIN or your SECTION SHEPHERD. The chaplain handles prayer requests, arranges for flowers or meals for people who are ill or have death in the family, as well as people with new babies, or any other prayer needs.

-- making a contribution to the choir fund or paying for lunch for a workshop?

Talk to the VP of FINANCE. This person coordinates collections for choir activities and pays our bills.

-- my attendance?

Talk to the MEMBERSHIP CHAIRPERSON, and/or the director.

What if I don't know who to talk to about my question?

Talk to the PRESIDENT. He/she can direct you to the officer you need. You can also drop a note to Karen Schmitt at kschmitt@fpcbelleveue.org and she can arrange to have your question addressed.