

THE CHANCEL CHOIR

of
Highland Presbyterian Church

MISSION STATEMENT

*Commitment to God through Music Ministry,
Dedicated to working together toward excellence
through commitment to the Choir and the Church universal.*

A CHANCEL CHOIR MEMBER WILL:

1. Adapt one's personal agenda for the good of the whole
 - a. Attend rehearsals, services, and special presentations
 - b. Arrive at the scheduled time
 - c. Stay until the scheduled end
 - d. Stay focused during rehearsals
 - e. Minimize talking during rehearsals
 - f. Stay in close contact with one's choir buddy & tone cluster

2. Assist the development of Choir
 - a. Recruit new members
 - b. Ensure new members are integrated
 - c. Be willing to accept leadership positions
and additional responsibilities
 - d. Be willing to accept new challenges in style of music,
seating arrangements, ministry, etc.

PURPOSE

The Chancel Choir is to foster the spiritual growth of its members through God's gift of song, to develop a sense of community among its members, to understand the personal and corporate responsibility in leading the Highland congregation in the worship of God, to explore a wide variety of sacred literature, and to share its musical gifts with the community.

WORSHIP

- Appearance is important to our united leadership role in worship.** If something causes you to stand out in the choir, then it detracts from our oneness and is inappropriate. Below are just a few guidelines.
 - Hair styles, ribbons, etc. should blend in rather than stand out.
 - Earrings should be small posts or the clip-on equivalent, or small loops. Anything larger than the earlobe or that has moving parts are not to be worn.
 - Be cautious with any jewelry that reflects light.
 - Be aware of what clothing you wear with your robe. High-collared blouses, shirts or turtlenecks should not stick out over the robe and stole. Please coordinate the color of pants, skirts, shoes, socks, hose, etc. that hang below the bottom of the robe.
- If you wear a watch with an alarm or carry a cell phone, please see that they are turned off before entering the Sanctuary for worship. It can create quite a distraction in worship.
- On Sundays, our pre-service preparation begins at 10:35 a.m. On days when we sing at 9:30 a.m., our preparation starts at 9:00 a.m. Exceptions to these times will be noted in the choir announcements and/or schedules.
- Whenever an offering is collected during a service, offering plates will be passed through the choir loft for those who choose to contribute.
- Avoid any distractions in worship. Use a ziplock bag to hold unwrapped cough drops. No matter how hot it gets, please avoid fanning one's self. Remember, we are seen by everyone in the Sanctuary.

MEMBER CARE

- Each choir member is a part of a caring team, a Tone Cluster. Within these clusters, each person will have a buddy.** The buddies are responsible for keeping in touch with each other, especially when one is going to be absent. The Tone Clusters keep the choir running smoothly by coordinating dessert night, coordinating the closing prayers, and coordinating the collection of choral music on Sundays and placing it in numerical order. They play an important role in helping the choir members get to know one another.
- Dessert Night is held once a month on the first Thursday and is an extended time after choir when we share culinary delights and great fellowship.
- When you are absent, please contact either your buddy or Tone Cluster leader to find out what information you will need before the next activity.
- Almost weekly, there will be cards on the counter on top of the shelves for you to sign. Cards are sent to choir members when they or their immediate family can use our prayers and support.
- Name tags are worn for the months of August & September and every dessert night as a way of encouraging fellowship and getting better acquainted.
- When necessary, a basket will be passed to collect money to keep the card ministry alive.
- When you must be absent, please sign in the green binder on the date(s) you are to miss and contact either your buddy or your Tone Cluster leader. (The green binder is located on top of the shelves.)

8. **New choir members** are to set up a time to get acquainted with the director. This will take about fifteen minutes and will include when possible singing scales to hear your voice color and range.
9. For those who choose to share prayer concerns or celebrations, please complete a prayer card and place it in the Director's basket by the end of break.
10. Section Leaders will keep track of attendance to avoid losing touch with members and keeping everyone in the information loop.

REHEARSAL

1. Promptness to each function is critical to a positive group spirit and our musical success. This holds true for not leaving early.
2. Stay tuned-in during rehearsals. Please do not bring other things to do while rehearsal is going on. Whether you are singing or not, every effort should be made to stay with the director so that time is not lost with repeated instructions, etc.
3. Please keep your talking to a minimum when we are rehearsing an anthem.
4. Our weekly rehearsal night is Thursday from 7:30 to 9:30 p.m.
5. With every rehearsal, there will be certain materials needed that are not in your slot. These can include: a sheet of Choir Announcements, worship bulletin & inserts, sign-up sheets, cards, name tags, and PR posters for programs. Please be sure to always check the counter near the alley.
6. Every choir member has a robe & stole, music binder, music folder, hymnbook, and two slots. All these items are coordinated by a number. Please make sure that you know your number and only pick up materials with that number unless told otherwise and return all items to their proper place.
7. Please mark your music with a pencil, **NEVER INK**. A red pencil is preferred. If you are uncertain about what to mark, then see the director or a choir neighbor.
8. Before asking a question during rehearsal, please consider whether it is crucial to be answered right at that moment. If the answer is yes, then please ask. If the answer is no, please write it down and place it in the director's basket on the counter above the slots. It will be addressed by the next time we meet or included in our next rehearsal. Much time can be saved in rehearsals if we stay focused with the director's intentions.
9. Whenever possible, the choir does sit according to a seating chart. If at any time, you feel that you need to move, please do not hesitate to see the director.
10. Beginning in September, Section Leaders can be available prior to rehearsal to help singers who want some extra work on the music. **Please contact your section leader to arrange this.** Also, this time prior to rehearsal may be used to offer special enrichment seminars on vocal technique, solfege, breathing, movement, etc.
11. Once a month rehearsals will include sectionals (up to 30 minutes).

MUSIC

1. Immediately following worship, each choir member is to turn in the anthem(s) for that day by placing it(them) on the counter over the music slots. **The director will tell you when to keep music and not turn it in.**
2. To avoid damaging single anthems and/or the music folder, keep large works and collections separately in your slot.
3. If you know on Thursday evening that you will not be at worship on Sunday, please place your music on top of the counter as you leave rehearsal.

4. If you are not coming back to the choir room immediately following worship, please hand your music to a choir member around you to turn in.

ROBES

1. The most effective step you can take to extend the life of your robe is to launder it frequently. Do not delay laundering until makeup or perspiration stains have set. Your robe is machine washable, be sure to follow these instructions.

- a. Use COLD WATER, GENTLE CYCLE setting, or wash by hand.
- b. Wash robe by itself. Do not include any other garments.
- c. Use a mild detergent, such as Woolite, and NEVER USE BLEACH.
- d. After washing, robe may be “drip-dried” or “tumbled-dried” on a LOW HEAT setting. As soon as the robe is dry, remove immediately from dryer and place on hanger. If touch up pressing is needed, press lightly with a COOL STEAM iron on the reverse side of the fabric. DO NOT USE A HOT, DRY IRON.

2. Hang up robes and stoles. Please be careful to keep them from wrinkling.

MISCELLANEOUS

1. Please be aware that people with allergies can be affected by all scented toiletries (hand lotion, hair sprays, after shave, cologne, or perfume). Because we sit so close together, please wear as little of these kinds of items as possible.

2. If you average missing more than three events a month, then you and the director should discuss whether choir is practical and possible.

3. For those of you who have purses, please keep them with you during rehearsals, because the robe room stays open. On Sundays and other singing times, purses can be left in the closet next to the robes.

4. A detailed schedule of the choir's events will be handed out in the fall and spring. As appropriate as a part of the Choir Announcements, a portion of the schedule will appear as a reminder of upcoming events.

5. Supplies are located on the counter on top of the slots: a) Tape for mending torn music; b) Pencils & a Pencil Sharpener; c) Tissues; & d) Note paper.

6. When you need to give information to the director, a basket is available on the counter on top of the slots.

7. **Scholarships are available** through the choir director for most activities that involve a cost.

8. Choir members can contribute to a scholarship fund through the choir director that is used to help all choir members have an equal opportunity to participate in all activities.

9. Solos will be sung primarily by our Section Leaders. If and when solos are open to Choir members, audition deadlines will be announced in the Choir Announcements. It is up to each individual singer to schedule a time with the director. If the singer wants some help with preparation for the audition, it is again up to the singer to seek out the director for assistance.

10. The bulletin boards contain information about arts groups and concerts in the community, news items about choir members, cards and letters from choir members, etc.

11. Back choir announcements, information sheets, and schedules are kept in the trays on top of the counter.