

# WHAT EVERY CHOIR MEMBER NEEDS TO KNOW:

(updated September 2009)

**NEW ATTENDANCE PROCEDURE:** Please mark yourself “present” in the attendance book for your section with a check mark when you come to rehearsal and Sunday services.

Ideally, every singer would be at every rehearsal and every service. However, due to jobs, R.E. commitments, families, illness and real life, I realize that is not really possible. So, if you know in advance that you are going to miss a rehearsal or a Sunday service, please do the following:

- Mark down the planned absence in the attendance book with an “A” in the space at the intersection of your name and the date of the absence.
- Tell me that you will be gone. There are several ways to do this:
  1. Send an e-mail to [elizabethhnorton@gmail.com](mailto:elizabethhnorton@gmail.com)
  2. Leave me a voice mail at 978-369-9602 x420
  3. Tell me in person (though I may not remember, so best to back up with #1 or #2 above)

**ATTENDANCE POLICY:** You should have attended at least one of the two Wednesday night rehearsals prior to any Sunday that you sing. If you have attended rehearsal on the Wednesday before the service, or on the Wednesday two weeks before a given service, you may sing. Occasionally I make exceptions to this rule (when the music is very familiar, or I know attendance is going to be light), but please speak to me if you would like me to consider an exception.

**MUSIC:** Please refer to the white board on the music table before each rehearsal so that you will know what music you need in your folder for that rehearsal.

After each Sunday, it will be a great help if everyone leaves the two anthems from that Sunday in the “out” boxes on the table in the choir room. If you have missed several Sundays and need to return music, or if you know Wednesday night that you will not be singing on Sunday, return that music too.

**PLEASE BE PROMPT.** Choir rehearsal begins at 7:45. Warm-up is an important part of rehearsal. It is not what I do with the choir to mark time until everyone is here at 8:00! If you must arrive late, please do so without disrupting the warm up. This may mean standing in the hall or aisle until there is a pause, or sitting in a place that is not your own until we can make room for you.

**FRAGRANCE:** Please try not to wear perfume or after-shave to rehearsals and on Sunday morning. This is as a courtesy to members of the choir who may be allergic.

*Please bring a **PENCIL** to every rehearsal!*

**PLEASE TAKE YOUR ROBE HOME TO CLEAN IT PERIODICALLY!** Ahem. For obvious reasons (see "fragrance"). Robes can be dry-cleaned or machine washed, gentle cycle, in cold water and hung to dry.