

# WHAT EVERY CHOIR MEMBER NEEDS TO KNOW:

(updated September 2012)

**SCHEDULE:** We rehearse on Wednesday nights from 7:45 to 9:30 pm. As a general rule we sing the 9:00 service the first two Sundays of the month and the 11:00 service the remaining Sundays of each month. We begin warm up 45 minutes before the hour of the service (8:15 for the 9:00 service/10:15 for the 11:00) We sing double services five or six times a year. Occasionally I split the choir between the two services. The choir schedule on the First Parish website generally has the most current schedule information. Updates will be distributed as needed.

**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. But 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) or
  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. 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:** Every choir member has an assigned folder number. You can find your choir folder in a special slot with that number. Please put your name on your folder, along with the number. All of your music will also have that number. Please put your name on your music (in pencil) so we can easily return it to you if it is misplaced.

Before each rehearsal, the music is distributed to the folder slots. Please check your music slot even if you have taken your folder home. That is how you will receive any new music.

*After each Sunday, please leave 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. It is very important that music be returned promptly. This will make it much easier to track, file and distribute.*

**PLEASE BE PROMPT.** Choir rehearsal begins at 7:45. Warm-up is an important part of rehearsal. If you must arrive late, please do so without disrupting the warm up.

**FRAGRANCE:** Please try not to wear perfume or after-shave to rehearsals and on Sunday morning. This is an accessibility issue. Folks who are sensitive to fragrance cannot sing well when they are having a reaction.

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

**PLEASE TAKE YOUR ROBE HOME TO CLEAN IT PERIODICALLY!** Robes can be dry-cleaned or machine washed, gentle cycle, in cold water and hung to dry.