

# WHAT EVERY CHOIR MEMBER NEEDS TO KNOW:

(September 2014 Edition)

**REHEARSALS:** We rehearse on Wednesday nights from 7:45 to 9:30 pm. **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.

**SERVICES:** This year, we will sing the ONE SERVICE at 10am most Sundays. There will be a few “festival” Sundays when we have double services at 9:00 and 11:00. These are indicated on the choir schedule. Warm up will be at 9:00 am each Sunday. The choir schedule is posted on the First Parish website. Updates will be posted there and distributed as necessary. If you have a question about the schedule, the on-line version will be the most up to date.

## **COMMUNICATION:**

- **Announcements:** We take time during each rehearsal for announcements. If you would like to make an announcement pertaining to a church activity or outside musical activity, please keep it brief and clear!
- **Morning After Message:** Each Thursday I send out a “morning after message” with comments on the previous rehearsal and information about the upcoming Sunday – and beyond. If you wish to have an announcement included in that message, please make it as brief as possible (75 words or less – with links for more information) and get it to me by 10am on Thursday morning.
- **Google Group:** If you have e-mail and wish to be on the choir google group, please give your e-mail to me or to Stoney Ballard. If you do not have e-mail, or if you prefer to receive the weekly messages by USPS, please let me know and you will be added to the print mailing list. In general, I try to keep the Google Group communications to one per week.

**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. 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 [music@firstparish.org](mailto:music@firstparish.org) or
  2. Leave me a voice mail at 978-369-9602 x420
  3. Tell me in person (I will thank you and also ask you to also do #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 contact 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 located on the balcony level in the choir hallway. 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.

# **WHAT EVERY CHOIR MEMBER NEEDS TO KNOW:**

(September 2014 Edition)

**GENERAL WORSHIP AND REHEARSAL ETIQUETTE:** As worship leaders, we help set the tone of worship and show respect for the work of our fellow worship leaders. This includes attentiveness during the organ prelude, offertory and postlude as well as the spoken word. If you must arrive during the prelude, or leave during the postlude, please do so quietly. As a choir, we rely on one another. And we are a lot of people gathered in a small space. *Please, let us be gentle with one another.* Remember, we can't always know the pain or the joy that another is carrying. Let's strive to honor the golden rule in our interactions. And if we fail, to do that, despite our best intentions, may we feel free to apologize and forgive.

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

**ELECTRONIC DEVICES:** Please turn off phones during rehearsals and worship, unless you must be available for urgent communication. If possible, please answer such communication outside of rehearsal/worship.

**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.