

# 2018-2019 CHAPEL CHOIR HANDBOOK



## **Shallowford Presbyterian Church**

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Visit the Choir Blog at [www.chapelchoirtour.com](http://www.chapelchoirtour.com)

## Mission Statement

Participation in Shallowford's Chapel Choir will build musicianship, encourage church leadership, and strengthen the faith of our youth.

## About Our Choir

Our Chapel Choir has 90-100 singers in grades 6-12. Many of our singers are members of Shallowford Presbyterian, but plenty of our singers are not members. We have fun together, with several social events throughout the year. Our youth love to sing, they love to lead worship, and they love to tour in the summer. Our singers build friendships that last a lifetime and they learn to become leaders in the church. This choir is a really important part of our youth ministry at Shallowford. Come join us!

## Staff

- Emily Floyd, *Director of Music*      [efloyd@shallowford.org](mailto:efloyd@shallowford.org)      cell 404-775-2454
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## Rehearsals & Procedures

We rehearse on Sundays 4:30 – 6:00 pm in the choir room. Snacks are available at 4:00 pm in the choir room lobby. After snacks, students get their assigned folder from a cabinet and make their way to their assigned seat. Each student should be sure that they have their music and a pencil before every rehearsal. This is an important part of contributing to the group and to being accountable. Rehearsal begins in silence, so that we can transition mentally and physically into what we need to be to make music as a focused, motivated, and high functioning team.

Each choir member must commit to being on time. Note that it affects the entire choir when students are late or absent. In the event that it is necessary to arrive late, please quietly and discreetly get your folder and get into your seat as quickly as possible. Remember that while lateness is not encouraged, it is far better to be late than absent.

## Attendance – Rehearsals, Worship Services, and Concerts

The musical quality of our presentations and the morale of the choir depend upon regular attendance at rehearsals, worship services, and concerts by all choir members. An effective program can be no better than the record of each member. Therefore, we expect that choir members will keep a *minimum* attendance of 80% at rehearsals, worship services, and concerts. We trust that you will value the Shallowford Chapel Choir as much as we do and understand that having an attendance expectation is important. We understand that many of you have other activities throughout the year and we are supportive of these. Please save your absences for those times when you need to attend the other activities. Please email or text Emily Floyd in advance if you will be unable to attend a rehearsal, worship service, or concert.

We have an attendance policy that is maintained by each choir member who travels with us on choir tour. In order to go on choir tour, students **must** keep a minimum attendance of 80% at Sunday rehearsals (Jan. – May) & must maintain 100% tour rehearsal attendance May 31-June 3. Students and parents will sign an agreement to acknowledge their commitment to the attendance policy and other expectations for choir tour.

## Attending Sunday Worship Services

It is our hope that youth are present in Sunday morning worship services (either at Shallowford Presbyterian or at another church for those who aren't SPC members). Usually the youth sit in the balcony together. We encourage them to really worship rather than being on their phones or in conversation with one another. We all feel better when we know that the youth are accountable to being as much a part of our worshipping community as they are a part of youth fellowship or choir rehearsals.

## Medicine, Special Needs, Accommodations

-If your child takes medication to focus in a school setting, they **should** take that medication for church choir & youth events. We ask each parent to follow through on that for the success of your child and in consideration for what we are trying to accomplish together.

- If your child has a special need that would be helpful for us to know, please contact Emily Floyd (choir) and Bradley Kibler (youth) so that we can better minister to your child.

-If there are accommodations that can be made in rehearsals to help your child see, hear, focus, or be successful (just like at school!), please let Emily know.

## Singing in Worship

The choir sings in our 11:00 am worship services 1-2 times a month. On Sundays when they sing in worship, they report to the sanctuary at 10:15 am to warm up. It is important that each family marks the dates in their calendar for the Sundays on which we sing in worship. Parent emails are sent weekly to keep information up-to-date. Check our website where you will find the calendar, handbook, and other important information that you can download and access at any time.

### **Some particular Sundays to take note of this year:**

Celebrate Music Ministry Sunday – Sep. 16

Youth Sunday – Nov. 11

Easter – April 21

## What to Wear

**In worship:** The choir wears blue robes and close-toed shoes.

**On Tour:** The choir wears blue SPC polos (purchased by singer), black dress pants, black socks and black dress shoes.

## Social Events

**Kick-Off Party:** We have a party at the beginning of the year with food, games, & introductions. Guests are welcome to attend this event. Elected Student Officers are responsible for planning the party.

**Lock-In:** The first weekend of December is full of fun. The choir has a lock-in on Friday night before the Evergreen Sale, which includes preparing our merchandise, going out to dinner at the Varsity, a fun activity off campus, sleeping on the floor at church, and a traditional Chick-Fil-A breakfast. Guests are welcome to attend the lock-in.

## December & Christmas Season

Christmas is a really busy time for our choir. Block out the 1<sup>st</sup> and 2<sup>nd</sup> weekends in December on your calendar!

### - First Weekend in December – Evergreen Sale

Students prepare for the sale on the first Friday of December. The evening concludes with a really fun lock-in. On Saturday, customers pick-up their purchased items at SPC. Our youth run the whole event, and people rave about the customer service that our youth provide. Plus, we raise money for tour.

### -Second Weekend in December – Sounds of Christmas Concert

We sing with a professional orchestra in a community Christmas Concert known as “Sounds of Christmas”. We have a packed house and the positive reputation for this performance is growing each year. Invite friends! Mark your calendars for the dress rehearsal as well as the performance.

### -Christmas Eve

The choir has a major leadership role in our Christmas Eve Service (7pm). Students have a heavy load leading that service, and it is necessary for them to attend rehearsal on Sunday, Dec. 23. Many families stay in town just so that their youth can be a part of Christmas Eve at Shallowford.

*Check out the Chapel Choir calendar posted on our website and save the dates for our busy December!*

## Going on Tour

Each year, our choir goes on tour for 8-10 days traveling around the country singing and spreading God’s word. It is a really powerful experience filled with fun, hard work, sightseeing, bonding, and joy. Past tour destinations include: Boston, Chicago, Texas, New Orleans, the Florida Keys, Nashville, Chicago, etc.

### **Every four years, the choir travels to Scotland.**

Families must arrange their schedules so that youth can fulfill the expectations listed below.

**Singers agree to keep 80% attendance policy for the spring semester in order to go on tour.**

**They also sign a behavior covenant. A parent meeting is held to help convey trip information.**

*\* Deadlines must be reached for payments & forms for all youth going on tour.*

### **Before we depart, the choir:**

- rehearses for 5-6 days (long rehearsals, attendance required)
- performs two local concerts
- holds a footwashing service the night before departure
- holds a communion service for family and friends the morning of departure

### **Upon arrival home, the choir:**

- performs a homecoming concert
- hosts a banquet to celebrate and to say goodbye to seniors

**Fundraising - Evergreen Sale:** Each choir member helps raise money for our tour by selling Christmas trees and greenery raising up to \$8,000 annually. The sale has been going on for over 20 years and the trees sell themselves! We turn in the orders in November just before Thanksgiving. The first Saturday of December is a date to save on your calendar each year. This is the day when our customers pick up their trees/wreaths/garlands. We use 20+ parent volunteers to pull this off!

**Total Tour Commitment:** 80% rehearsal attendance (Jan.-May) + 17 days (May 31-June 16) + fundraising + \$400 tour fee due by April + \$200 spending money

## Student Leadership

**Student Council:** Council meetings are held as needed on Sunday afternoons before choir rehearsals.

Elected positions: president, vice-president, & treasurer

Appointed positions: section leaders (4) and members at-large (4)

### Student Committees/Jobs:

- **Evergreen Sale** - a small committee plans and leads our Evergreen Sale & Lock-in
- **Snacks** - two middle school students are appointed for organizing and planning snacks

**On Tour:** Each choir member has a job to fulfill while on tour. The elected officers fill out the slate of jobs for tour. Some positions, such as luggage captains and thank you note coordinators, require an extra amount of responsibility.

## Parent Volunteer Opportunities

### Parent Booster Club – “Chapel Choir Parent Guild”

We hope to start an organized group of choir parents who can help plan and execute events, tour, and activities.

**Evergreen Tree Sale:** Parents will form an Evergreen Sale committee each year to help with the organization and logistics of the tree sale. This year’s co-chairs are Joye Hopkins & Sarah Wikle. Joye and Sarah will be gathering committee members to join their team. We will need parent help in many ways: drivers, chaperones, breakfast organizer, lunch organizer, and tree trimmers (*chainsaws, manual saws, tree loppers*).

**Tour Planning Assistance:** Parents may volunteer to assist the music department in researching and compiling data for the US tours. (*research categories: hotels, sightseeing, restaurants*)

**Foot-washing Service:** Parents are needed to set-up/clean-up on the night before we depart for tour.

**Banquet:** While the kids are away on tour, the parents get together for fun and banquet preparation. We need help cooking, making decorations, and serving the meal.

**Fundraisers for Scotland (seasonally):** We need committee heads, committee members, and hourly volunteers for each of these events. We typically have a Bowl-A-Thon and Auction. We raise this money in the 2 years prior to the Scotland tours.

**Snacks:** Students take turns bringing snacks each Sunday evening for the kids to enjoy before rehearsal (4:00-4:30). We encourage snacks that don’t make a big mess (*chips always crumble into a million pieces on the floor*), and we just drink water from our fountain (*no soda or juice, please*). Students fill out a sign-up sheet during choir time to take a turn bringing snacks. The student snack organizers do all of the coordinating and reminding (via text message). Thanks for baking or shopping to provide treats for us!

*We are so glad you have chosen  
to be a part of this choir!*