

Soli Deo Gloria Choir

Colorado Springs, Colorado

Member Handbook

Spring 2011

www.solideogloriacs.org

Greetings from Your Board of Directors

Soli Deo Gloria Choir (“To God Alone Be Glory”) is a non-auditioned community choir dedicated to performing sacred choral music for our community with free admission (free-will donations accepted) for the glory of God.

Founded in 1973 by Judy and Ken Westcott, Soli Deo Gloria has performed many of the world's greatest sacred masterpieces, as well as many fine pieces in the modern sacred repertoire. The Board of Directors appreciates the time, talent, financial support and commitment to excellence that you, the members of this organization, have given.

The board is elected by you to represent and work on your behalf in continuing the goals of the organization. Members are encouraged to bring concerns to the board, and to attend board meetings. Board meetings are usually held on the first Monday of every month at 5:30 pm. Any choir member wishing to present an issue to the board should contact our president, Juliette Frederick, at least one week prior to the meeting, so that your item can be added to the agenda.

Thank you again for your dedication to Soli Deo Gloria.

Prayer

Each rehearsal begins with a short prayer, spoken and/or sung. If you have something that needs prayerful mention by the membership, please email Juliette Frederick (juiette49@yahoo.com) or Chris Bjork (bjorkrobbins@msn.com) during the week prior to the Monday evening rehearsal so it will be included in the News & Notes, published each Sunday (deadline: Friday evening).

About Our Director

Ray Killian (BS Music Ed., Westminster Choir College '84; MM Conducting, University of IL '89; EdD Education, University of IL <ABD>) arrived in Colorado Springs in 2009 from AZ where he taught for three years and was an AZ Teacher of the Year nominee in 2008. Previously in the Washington, DC metro area, his choral and orchestral concerts and choral groups had been recognized by the Washington Post for their “choral felicity,” honored by the Smithsonian Institute, DC Mayor's Arts Award, DC Commission on the Arts and Humanities, and invited to perform at the Justice Department and State Department numerous times. Ray sang with the Westminster Choir when they were ensemble recipients of two

Grammy awards. He studied conducting with Joseph Flummerfelt, Don V Moses, and Sir David Willcocks; church music with Eric Routley, Sue Ellen Page and Hal Hopson, and voice with Marvin Keenze and Ronald Hedlund. Ray's vocal coaches include Martin Katz, Dalton Baldwin and John Wustman. Ray has taught and performed in Germany, Italy, Luxembourg, France, Belgium and throughout the Mid-Atlantic region. He is currently Music Director and Director of Children's Ministry at First Christian Church.

About Our Accompanist

Charlene Noland, a Colorado Springs native, currently serves as organist at Faith Presbyterian Church, is an accompanist for the choral and voice departments at Pikes Peak Community College, sings and plays with Abendmusik and accompanies an all female group, Sotto Voce. She is also Administrator for KCME's "Classics for Kids - Road Show," a program that takes classical music into elementary classrooms. In Sacramento, California, she was music director at Christ Community Church, and taught voice for many years. She is a proud alumnus of the University of Northern Colorado.

Membership Dues and Music Fees

Members are asked to pay dues to help defray costs, which may include rent for rehearsal and performance spaces, professional musicians and rented scores, and organizational expenses (banking, network and email services, office products, etc.).

Dues are currently **\$40 per semester**. Dues are required to be **paid by the conclusion of the third rehearsal** of each semester and are not refundable.

The Board will work confidentially on a case-by-case basis with those who may have difficulty meeting these deadlines. Scholarships are available each semester. **There are no membership dues for the first semester that a new member joins, in order to help defray the cost of the singer purchasing concert attire.**

Each singer is responsible for the cost of his/her own music. This generally ranges from \$25 to \$35 per semester. These **fees are due by the conclusion of the third rehearsal** of each semester. A firm cover **black binder** (strings or rings) is also required to hold the music at each concert. Standard music sizes are 7" x 10.5" to 8.5" x 11".

Typical Rehearsal Schedule

Regular rehearsals will take place on **Monday Evenings** in the basement of First United Methodist Church (FUMC), 420 N. Nevada Ave., in the Fellowship Hall.

6:00-6:30 pm	Business activities (meet the board, etc.)
6:30–6:45	Socializing
6:45–6:55	Seated and Settled for Announcements
6:55	Vocal Warm-ups
7:00	Rehearsal Singing Begins
8:30–8:45	Refreshment Break
9:30 pm	Rehearsal Ends

Attendance Policy

- A maximum of **3** absences is allowed, only one of which may be a dress rehearsal.
- All members are required to attend the final dress rehearsal. If you must be absent, only the Music Director's consent will allow concert participation.
- If you miss **4** rehearsals, you must have the approval of your section leader and the Music Director in order to perform in the concert. Those who miss 4 rehearsals will sing in a **group** audition for the Music Director.
- Missing **5** or more rehearsals prohibits performing in the concert.
- If you are more than 15 minutes late or leave at break, a one-half absence will be given.

Concert Attire

Concert attire is simple and uniform. **Do not wear concert attire for dress rehearsals.**

MEN:

- **Black** suit or tux (no other colors)
- White Tux shirt (standup collar) with black cufflinks, studs and cummerbund
- Black bow tie, black socks, black shoes

WOMEN:

- Special order black cowl dress – see Jill Patterson to order. (50% deposit required, remainder to be paid upon delivery of dress)
- Pearl necklace, pearl stud earrings only, if earrings are worn. No hair bows, flashy watches or bracelets.
- Black shoes, black hosiery, black slip (if worn).

Solo Auditions

Whenever there are solos in our musical repertoire, we invite any member of the choir to audition for parts. Singers who are not members of Soli may also be granted auditions, and may be awarded the parts. Parts are awarded to those

singers who can perform in the manner required by the Music Director.

Audition times are scheduled by the Music Director. The decision of the Director is final. Singers selected for solo parts will be advised as early as possible for each performance season. Results are announced at rehearsals and in the News & Notes.

Fund-Raising Opportunities

There are many ways to help Soli financially – make a donation, sell program ads sell Butter Braids, or create a new fund-raising opportunity. Several companies in town provide “matching funds” to your donation to tax-exempt organizations (like Soli). Check with your Human Resources Director at your workplace to see if your company participates. Send your completed company form with your donation, and see your gift multiply!

The sale of Butter Braids has proven to be a great fund raiser. The relevant dates are posted on the last page of this document.

Advertisements in Soli Concert Programs

The printed materials for the Soli concerts are sent to a printer so that quality can be maintained. The printing costs for each concert can approach \$1500. Soli offsets these costs by offering local merchants the opportunity to purchase advertising space in our concert programs. You will receive a handout that you can take to the merchants and professionals you patronize. (Think about all the places you might go in the course of one week- doctors, dentists, salons, lawyers, restaurants, small businesses of all kinds.) Ask for their help in supporting Soli by purchasing an ad. The concert programs are usually 8.5” x 11” - you can take one along to show people the quality. Ad space sells for the following prices:

1/8 page = Business Card (2” x 3.5” - Horizontal Only).....	\$35
¼ page = 4.25” x 5.5” Vertical Only.....	\$60
½ page = 8.5” x 5.5” Horizontal Only.....	\$100
Full Page = Vertical Only.....	\$150

Copy must be camera ready, black and white. Deadlines for ads are around 5 weeks before the concert (April 1, 2011 for this Spring). Deadlines and information sheets will be made available. Please get ads in as early in the season as possible, so that the program format can be planned. Checks for ads should be made payable to **Soli Deo Gloria**, and given to Karen Brown, Treasurer. Questions? Ask Juliette Frederick, Concert Program Ad Coordinator.

www.solideogloriacs.org

The address above will take you to our website. There you'll find lots of useful

information, a copy of this Member's Handbook with any updated information, any weather related cancellation notices, and dates, times, and locations of dress rehearsals and performances, along with copies of each News and Notes.

Refreshments

We take a 15 minute break during rehearsals. There are usually cookies, coffee and hot water for tea. If you would like to help with the snack table, please contact Marge Roeder, our refreshments coordinator. These treats are funded by your donations, so please be generous. Home baked delights are always welcome.

Email Notices

If you have an email address on file with Soli, you will automatically receive a weekly News & Notes reminder about upcoming rehearsals and announcements. If you would like to be added to the email list, just send an email to: solideogloriacs@hotmail.com and ask to be added, or click on the link on the home page of our web site at solideogloriacs.org.

Concert CDs

Our concerts are recorded by Ultrasound Communications. On March 7 forms will be available to order CDs. Deadline for orders is May 6, 2011 for the Spring concert, May 7, 2011. After the concert, delivery of the CDs will be expedited. Check the News & Notes for CD pick up.

Weather Related Cancellations

If the weather is so bad that you think rehearsal may be canceled, check our website, www.solideogloriacs.org, call your section leader, or consult gazette.com and local TV (on-screen and website). The weather in the Colorado Springs area can vary greatly from one location to another. There may be instances when a rehearsal is not cancelled but yet the weather conditions in parts of town could still make for hazardous travel. Each member is expected to use their own judgment concerning their safety. Members who miss a rehearsal due to unsafe travel conditions on their travel route will not have that particular absence counted against them in regard to the Soli attendance policy.

Tobacco Policy

All facilities and properties utilized by the Soli Deo Gloria Choir for the purposes of rehearsals, meetings, activities, and performances are to be tobacco-free.

The term “tobacco” includes, but is not limited to, cigarettes, cigars, pipes, snuff, and chewing tobacco. “Facilities and properties” includes, but is not limited to, all buildings, facilities, parking lots and ramps, grounds including perimeter sidewalks, and private vehicles on rehearsal and/or performance venue property.

This policy applies regardless of whether a rehearsal or performance facility is owned, leased or rented, and whether or not other tenants follow similar guidelines.

This policy is applicable to all choir members and contractors. This policy will be enforced without regard for whether the violator is a new or established member of the choir or is contracted by Soli Deo Gloria.

A. The Soli Deo Gloria board will explain this policy to choir members. Prospective members will be informed of the policy both during the registration process and during one of the first rehearsals of each season.

B. All choir members and contractors are prohibited from smoking and the use of tobacco during any and all parts of rehearsals and performances. Persons who use tobacco prior to rehearsals or performances, or during breaks or intermissions are expected to be respectful of residences and businesses neighboring Soli Deo Gloria rehearsal and concert venues by not loitering in front of homes/businesses or discarding tobacco products in such a way that negatively reflects upon Soli Deo Gloria.

All choir members and staff are to arrive at or return to rehearsals and concerts ensuring that no smoke odors emanate from their clothing and/or person. Respectful enforcement of this policy is the responsibility of all Soli Deo Gloria Choir members. A choir member who encounters anyone who is violating this policy is encouraged to respectfully explain the policy to the individual. In addition, or as an alternative, violators can be reported to the president of Soli Deo Gloria, and prompt corrective action will be taken.

Failure to adhere to this policy will result in disciplinary action as defined in Soli Deo Gloria policy. The first violation will result in a verbal warning, and the second violation will result in a written warning. A third violation will result in further disciplinary action up to and including termination from choir membership.

Singer Guidelines

- Please arrive before **6:30** if possible to socialize.
- Please be seated and settled by **6:45** for announcements and warm-ups.
- Rehearsal singing begins at **7:00**. If late, come in quietly and find a chair.
- Please remember a sharp pencil, your music, and reading glasses if needed. Water bottles are welcome.
- Please give the Music Director your full attention. Take useful notes.
- Please listen to those around you, and blend with the surrounding voices.
- Please avoid gum. Dry Mouth Syndrome sufferers, please be discreet.
- Good singing involves body awareness. Keep throat and facial muscles relaxed, and shoulders and knees loose.
- Talk with friends during breaks. Focus on singing during rehearsal time.
- Please contact your section leader if you will be absent.
- **All scented personal care products should be avoided.**
- Remember why we are here. Make the most beautiful music possible. Use your voices and faces to tell the story.

Section Leaders

Soprano 1	Marie Suter	471-0473
Soprano 2	Eva Lind	548-8243
Alto 1	Joyce Johnson	748-3513
Alto 2	Annette Shaw	536-0767
Tenor	Terry Harris	574-6417
Bass	Bill Biermann	570-1227

Your Board of Directors 2010-2011

President	Juliette Frederick
Vice President	Chris Bjork
Secretary	Laura Kelecy
Treasurer	Karen Brown
Webmaster	Terry Brubaker
Corresponding Secretary	Marie Suter
Music Librarian	Karen Van Dyke
Public Service Announcements	Tim Winkelbauer
Audio Recording Liaison	Kris Olson
Concert Manager	Tom O'Hearn
Music Director – Ex Officio	Ray Killian

Volunteers/Assistants

Concert Program Design	June Hamm
Concert Attire	Jill Patterson
Concert Program Ad Coordinator	Juliette Frederick
Email Coordinator	Marie McCaughan
Grant Writing	Karen Brown, Dave Betzler, Arthur Cyphers
Venue Coordinator	Chris Bjork

The Board of Directors for Soli Deo Gloria is made up of a minimum of 6 and a maximum of 12 people.

Elections are held each year in April, and anyone may run for a position. Typically, 6 are elected for a two year term so that, at any one time, at least 6 are remaining from the previously elected board.

Officers of the Board are elected by the Board members. The officers of our nonprofit corporation are the president, vice president, secretary and treasurer. Additionally, one *ex officio* member is the Music Director.

All of the board members are dedicated to ensuring the health and soundness of the organization as outlined in the Constitution and By-Laws for the non-profit corporation. From time to time, committees from the board will solicit general membership for volunteers to help with projects. When that time comes, please give willingly of your time and energy when you are asked to help.

Important Dates for Spring 2011

17, 24 & 31 January	6:00 pm Registration followed by usual rehearsal schedule
7 February	5:30 pm Board Meeting
7 March	5:30 p.m. Board Meeting Concert CD orders begin
14 March	Butter Braids Sales Forms available
21 March	School's Spring Break, but rehearsal may be held.
4 April	5:30 pm Board Meeting Butter Braids orders must be submitted
11 April	Butter Braids delivered Deadline to submit Advertising for the concert program General Membership Meeting/New Board member election. Choice of free Veggie, ham or turkey torpedo sandwich.
6 May	Concert CD Order Deadline
9 May	New and Old Board Member Potluck/Meeting

Dress Rehearsal Week Schedule (FUMC Sanctuary w/ Organ):

Monday, 2 May	Dress Rehearsal	6:45
Thursday, 5 May	Dress Rehearsal	6:30
Friday, 6 May	Final Dress Rehearsal	6:30

Concert:

Saturday, 7 May 3 PM - 1:45 call for singers at FUMC