

Soli Deo Gloria Choir

Colorado Springs, Colorado

Member Handbook
Fall 2009- Spring 2010

www.solideogloriacs.org

Greetings From Your Board of Directors

Soli Deo Gloria Choir (“To God Alone Be Glory”) is a non-audition community choir dedicated to performing sacred choral music in our community 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 6PM. Anyone wishing to present to the board should contact our president, Mike Dienst, 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, please see Mike Dienst or Juliette Frederick prior to 6:45 that evening.

About Our Director

Brad Peterson, our music director, brings energy, humor, and a commitment to excellence to rehearsals and performances.

He is retired from 30 years of public school teaching in Colorado Springs School District 11 – eight years at Irving Junior High and 22 years at Mitchell High School as Choral Conductor/Music Chair. He holds a Bachelor of Arts degree in Music Education, and a Master of Arts degree in Choral Literature and Conducting, both from the University of Northern Colorado. He was honored with the 2001 Distinguished Arts Educator Award.

He is a co-founder of the Colorado Springs Children's Chorale, and conducts the Summit Ensemble. An accomplished choral singer himself, Brad brings a wealth of experience from both sides of the baton. We are delighted to have Brad with us, and we look forward to making wonderful music together for many years to come.

About Our Accompanist

Judith Westcott, our accompanist, is a co-founder of Soli Deo Gloria. She holds a Bachelor of Arts degree in Music from Trenton State College, Trenton, NJ. She received her Master of Music degree from the prestigious Esther Boyer College of Music, Temple University, Philadelphia, Pennsylvania. Ms. Westcott then spent several years performing at the University of Pennsylvania.

Judy hosted the first Festival of English Choral Music in Colorado Springs (1989). She is the director of the UCCS Concert Choir, a UCCS instructor of Choral Music and Voice, and is the director of the Abbey Singers, small chorale ensemble in the English style.

She currently serves as the Organist and Choir Director of St. Raphael's Episcopal Church in Colorado Springs.

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 **\$35 per semester** or **\$65 for both semesters if paid in the fall**. Dues are required to be **paid by the conclusion of the second 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. **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 second rehearsal** of each semester. A firm cover **black binder** is also required to hold the music. Standard music sizes are 7" x 10.75" x 1.5", 8.5" x 12" x 1.5" and 10.75" x 12.5" x 1.5", with 3 rings.

Typical Rehearsal With Revised Times

All regular rehearsals will take place on **Monday nights** at First United Methodist Church, 420 N. Nevada Ave., in the basement Banquet Hall.

6:30 pm – 6:45 Socializing / Getting rehearsal markings from Section Leader

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)
- Tux shirt (standup collar) with 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 an audition committee, which is made up of Board members and the Music Director. The decision of the committee 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 and Butter Braids, and/or by participating in the Bake and Craft Sale. 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 fun raiser. The relevant dates are posted on the last page of this document.

A Bake and Craft Sale is typically conducted during each fall semester.

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 are \$1500-2000. 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 (4.25”x2.75” or 2.125”x 5.5” - Horizontal Only...	\$30
¼ page= 4.25” x 5.5” Vertical Only.....	\$55
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 6 weeks before the concert (about Nov.1, 2009 for fall semester). 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 Marsha Garcia, Treasurer. Questions? Ask Susan Ramsay, 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 short 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 Raeder, 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 DPK Productions. During dress rehearsal week, Dave Kucera will have forms with which to order CDs. Please make checks payable to Dave Kucera, rather than Soli. Please avoid paying with cash. The CDs are typically mailed 3-4 weeks after the concert.

Weather Related Cancellations

If the weather is so bad that you think rehearsal may be canceled, either check our website, www.solideogloriacs.org, or call your section leader. We will also try to send out an email to all members should rehearsal be cancelled. Many television and radio stations also post cancellation information.

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 and including termination from choir membership.

Singer Guidelines

- Please come at **6:30** if possible to socialize and/or get last week's rehearsal markings, if needed.
- Please be seated and settled by **6:45** for announcements and warm-ups.
- Rehearsal singing begins at **7:00**. If late, come in quietly during a pause.
- Please remember a sharp pencil, your music in a black folder, 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 must be avoided.**
- Remember why we are here. Make the most beautiful music possible. Use our voices and faces to tell the story.

Section Leaders

Please call your section leader if you will be absent.

Soprano 1	Marie Suter	471-0473
Soprano 2	Beverly Decker	495-4271
Alto 1	Joyce Johnson	748-3513
Alto 2	Barbara Holding	548-9864
Tenor	Mike Dienst	392-7827
Bass	Bill Biermann	570-1227

Your Board of Directors 2009-2010

President	Mike Dienst
Vice President	Juliette Frederick
Secretary	Stephanie Stachitus
Treasurer	Marsha Garcia
Webmaster	Terry Brubaker
Concert Attire	Jill Patterson
Corresponding Secretary	Marie Suter
Concert Program Ad Coordinator	Susan Ramsay
Grant Writing	Erin Taylor
Concert Venue Coordinator	Dave Kucera
Email Coordinator	Tina Phillips

Assistants

Music Librarian	Monica Davis
Concert Program Design	TBA
Past Treasurer	Janet McLaughlin
Public Service Announcements	Colleen Peterson
Concert Manager	Lew Davis

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 the corporation are the president, secretary and treasurer. Additionally, two *ex officio* members are the Music Director (Brad Peterson) and the founder (Judy Westcott).

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.

Phone Tree 2009-2010

This tree is primarily used to notify members of weather related cancellations.*

Brad Peterson Director 262-0614			
Mike Dienst President / Tenor Section Leader 392-7827 or 659-2220			
Juliette Frederick Vice President 640-1171	Stephanie Stachitus Secretary 391-4663 or 359-3979	Marsha Garcia Treasurer 575-0863	Judy Westcott Accompanist 599-7623
Tina Phillips Email Coordinator 359-7303	Jill Patterson Concert Attire 520-0050 or 632-4027	Susan Ramsay Concert Program/Ad Coordinator 231-7514	Erin Taylor Grant Writing 970-412-5911
Terry Brubaker Webmaster 471-2847 or 661-9126	Marie Suter Sop. 1 Section Leader 471-0473	Bev Decker Sop. 2 Section Leader 495-4271	Joyce Johnson Alto 1 Section Leader 748-3513
Barbara Holding Alto 2 Section Leader 548-9864	Bill Biermann Bass Section Leader 570-1227		

How This Phone Tree Works

The person at the very top starts it all by calling the person below. This continues on down, with each person calling the folks directly below.

If there is no answer, continue calling down the vertical column. Do not break the chain. Section leaders then call the members of their sections.

*With the advent of email and widespread computer use, this tree may not be used. However, some people still prefer to be contacted by phone.

**If you want to be called instead of emailed,
you must notify your section leader.**

Important Dates for 2010

11 January	6:00 pm Registration 6:45 pm Spring Semester First Rehearsal
14 February	National Anthem at the AFA
1 March	Butter Braids Sales Begin
15 March	Butter Braids Orders Turned In
29 March	Butter Braids Delivered
22 March	No Practice (Spring Break)
29 March:	Deadline to submit advertising agreements with camera-ready copy
19 April	Pot Luck Supper and General Meeting

Important Note: we will practice on the two federal holidays (Martin Luther King Jr. Day, 18 January, and President's Day, 15 February).

Dress Rehearsal Week Schedule (Subject to Change):

Monday, 26 April	Regular Rehearsal	6:45	at FUMC
Thursday, 29 April	Dress Rehearsal	6:30	call at FUMC
Friday, 30 April	Final Dress Rehearsal	6:30	call at FUMC

Concert:

Saturday, 1 May	7 PM - 5:45 call for singers	at FUMC
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