



Delta Community Choir Handbook

“Delta Community Choir aims to build community through song by providing individuals in Delta Township and surrounding communities a forum for community service, music education, and self-expression through the choral arts.” A 501(c)(3) non-profit organization.

In order to ensure individual personal success and the success of Delta Community Choir (DCC), please read carefully the information contained in this Handbook to understand how to fulfill the goals and expectations outlined. If you have questions or concerns, contact the Music/Artistic Director, 517.627.6202 or at e_macklady@comcast.net.

Prospective Membership:

DCC is an adult (age 15 on up) non-auditioned SATB (soprano, alto, tenor, bass) choir which combines beautiful singing and community service in a safe community environment. While being able to match pitch or read music is not a requirement, it is helpful (along with a pleasant voice and a sense of humor). Membership is for one session at a time—Fall Session 2018 (September 10-December 9) and Spring Session 2019 (January 7-May 5) with an additional performance voted on by the General Membership. Commitment to one session at a time allows for the possibility of greater membership success.

Rehearsal/Performance Venues:

Required rehearsals are Monday evenings, 7:00-8:30 p.m., at Calvary Lutheran Church, 6301 W. St. Joseph, Lansing, Michigan, unless otherwise noted. Two dress rehearsals are mandatory.

Additional *voluntary* rehearsals are held at the discretion of the Music/Artistic Director—dates, times, place tba at the beginning of each session.

Performance venues for the 2018-2019 year are as follows:

Fall Session – 4:00 p.m., Sunday, December 9, 2018, Our Savior Lutheran Church, 7910 E. St. Joseph Hwy., Lansing, Michigan. An additional short mandatory performance is scheduled for Thursday evening, October 25, 2018. (Time to be announced at a later date.)

Spring Session – 4:00 p.m., Sunday, May 5, 2019, Our Savior Lutheran Church, 7910 E. St. Joseph Hwy., Lansing, Michigan. Additional mandatory performance at 2:00 p.m., Saturday, March 9, 2019, DeWitt HS Auditorium, 13601 Panther Drive, DeWitt, Michigan (Community Choir Festival).

General Expectations:

Be respectful of yourself and others—voices, capabilities, differences.

Be positive and bold—take risks for the benefit of yourself and the Choir.

Take ownership of your learning and ownership of the ensemble.

Have reliable transportation.

Be capable of working successfully within a large group.

Consider your personal physical and mental endurance as it relates to rehearsal/performance.

Adhere to proper etiquette and legal expectations on social media.

Reimburse Delta Community Choir for:

- 1) Lost music and folders.
- 2) Music and folders damaged beyond ordinary use.

Rehearsal or performance under the influence of drugs/alcohol is grounds for dismissal.

Rehearsal Expectations:

Attend regularly scheduled rehearsals. (See Attendance Policy.)

Notify the Director in advance if you are unable to attend a rehearsal.

Arrive a few minutes early prepared with folder and pencil.

Be willing to help set up and clean up as you are able.

Contact the Director at times other than rehearsals about non-rehearsal concerns/needs.

Socialize prior to, during breaks, and after rehearsals and performances—not during.

Be respectful of the rehearsal space. Leave it as we found it.

Rehearsals will be automatically cancelled if **BOTH** the Grand Ledge Public Schools/Waverly Community Schools are closed due to inclement weather. An e-mail will be sent to members and a phone call made to those not accessing e-mail as well. It is the responsibility of the member to check radio/tv/social media for closings and to use good judgment.

Performance Expectations:

Participate in the published required dress-rehearsal/performance (one per Session) unless otherwise announced. A performance is approximately 1 ½ hours with a 15-minute intermission. A rehearsal/dress rehearsal/performance schedule with amendments as necessary will be published each session.

Have music in performance order and be knowledgeable of riser positions PRIOR to the performance.

Assist with set-up/clean-up as requested and able.

Contribute to simple refreshments for after-performance reception.

Provide own concert attire. (See Concert/Performance Attire.)

Attendance Policy:

DCC members are required to attend rehearsals regularly and on time with a four-absence maximum per Session. To take part with more than four absences in the scheduled performance for that Session, please contact the Music/Artistic Director at 517.627.6202 or at e_macklady@comcast.net.

Performance/Concert Attire:

Members are required to provide their own concert attire.

Women: Long-sleeve/three-quarter length sleeve white blouse (not turtlenecks, polo shirts, or sweaters).

Black skirt or slacks.

Black dress shoes with nude-colored nylons.

Scarf to be provided by choir; assigned prior to concert.

Men: Long-sleeved dress white shirt (not turtlenecks, polo shirts, or sweaters).

Black dress slacks.

Black dress shoes with black socks.

Bow-tie to be provided by choir; assigned prior to concert.

It is the responsibility of members to return scarves/bow-ties to the DCC inventory immediately following a performance.

Registration:

New/returning members are required to complete a Membership and Commitment Form. Forms may be obtained at e_macklady@comcast.net or by calling 517.627.6202. Completed forms for *new* members are to be sent to Music Director, 7135 Rock Bridge, Grand Ledge, Michigan 48837 (or e_macklady@comcast.net) by the registration deadline for that Fall or Spring Session. The deadline for *returning* members is the date of the first rehearsal for that session.

Membership fees are \$60 per session. The fee includes the cost of doing business: venue, music, folder, accompanist, instrumentalists, liability insurance, etc. If you are experiencing financial hardship, please contact the Music Director to inquire about applying for a Member Sponsorship. All inquiries are confidential.

Please make checks (no cash) payable to Delta Community Choir and mail to Pat Anderson, Treasurer, Delta Community Choir, PO Box 80994, Lansing, Michigan 48908. The deadline for registration for Fall 2018 is August 31, 2018, and for Spring 2019 is December 31, 2018.

Refunds of membership fees depend upon the timeliness of the request and the financial ability of DCC to comply. Request for Membership Fee Refund forms are available from the Treasurer. Completed forms should be submitted to Pat Anderson, Treasurer, Delta Community Choir, PO Box 80994, Lansing MI 48908. Refunds are considered on a case-by-case basis by the DCC Board of Directors.

How Are You Supported as a Member?

Rehearsals include warm-up's, the practice of selected music literature by section (soprano, alto, tenor, bass), and rehearsal as the entire ensemble.

Additional announced voluntary rehearsal times are provided to assist those who seek extra help; make up for an absence; get to know each other.

A Board of Directors to support your concerns and ideas.

Christine (Christy) English, Accompanist/Vocal coach. Christy (Leonard) English is a lifelong choral director, accompanist, music educator and church musician, with degrees from Indiana University and Southern Methodist University. She completed doctoral coursework from Michigan State University. Christy loves to make singing accessible and joyful for people of every age and skill level.

Ellen McKenzie, Music Director. Ellen is a retired teacher of vocal music/theatre arts from Eaton Rapids Public Schools and is a former director of adult/children church choirs. Ellen earned a Bachelor of Music Education from Olivet College and a master's degree work, Calvin University.

Published rehearsal schedule/updates and membership roster.

Free admission to audiences to performances (as the venue allows). Free-will donations at performances collected to support a chosen non-profit.

**Delta Community Choir
A Non-Profit 501(c)(3) Charitable Organization
Board of Directors**

Wayne Curtis, President
Edie Nordlund, Secretary
Janet Martinich, Vice-President
Pat Anderson, Treasurer
Laura Phelps, Director-at-Large
Ellen McKenzie, Music Director/Artistic Director (non-voting)

To access the current DCC Policies and Procedures, please contact the DCC Secretary for an electronic or hard copy. These Policies and Procedures include:

Code of Ethics (for Board of Directors)
Conflict of Interest (for Board of Directors)
Dissolution of Assets
Donations (pending)
Financial Audit
Fiscal Year
Guests
Managing Major Concerns/Conflicts
Managing Minor Concerns/Conflicts
Member Information Confidentiality
Membership and Expulsion
 Delta Community Choir Handbook
 Member Commitment Form
 Procedure for Member Expulsion Appeal
Whistleblower Protection Policy

(Form approved 6/17/15; most current revision 9/1/18)