

The Moody Church

CHOIR GUIDELINES

GENERAL INFORMATION

- The choir season begins on the first Wednesday after Labor Day and continues until the Independence Day Concert (the last Sunday before July 2). The choir is dismissed for a holiday break after the Christmas Concert until the second full week in January after New Year's Day.
- We present four primary musical events each year: the Christmas Concert, Good Friday, Easter Sunday, and the Independence Day Concert. Additional rehearsals are announced in advance. Attendance at these rehearsals and performances is a part of your commitment to the choir. Other performances may be scheduled from time to time and are announced in advance.
- We hope you will join us for our social events and gatherings. These are great opportunities to become more acquainted with the choir in an informal setting.
- As the opportunity arises, the choir is able to travel overseas on ministry tours. Everyone is encouraged to go, but participation is not required for membership in the choir.
- If you have any questions, please talk to your Section Host, the Choir Coordinator (Jan Hagstrom) or any member of the music ministry staff.
- The Music Ministry Staff:
 - Tim Stafford, Pastor of Music Ministries
 - Elsa Wiese, Music Ministry Coordinator & Children's Chorus Director
 - Jan Hagstrom, Choir Coordinator (part-time)
 - Dr. Paul Satre, Organist
- The Choir Ministry Team (CMT) is a small group of choir members who are appointed to be an extension of the Director's ability to enfold new members into the choir, pay attention to individual needs of members and to communicate to them on an individual basis, plan and execute social events, administer choir finances and care for the non-musical aspects of the choir. The CMT meets regularly to pray for the choir, respond to the needs of individual members, represent the needs of the choir as a group, and plan choir events. They are led by a Chair and Vice-Chair, along with Section Hosts and others who serve in a number of helpful roles.

MEMBERSHIP REQUIREMENTS

- A profession of personal faith in Jesus Christ as Savior and Lord
- A member or regular attender of The Moody Church (no prior attendance history required)
- A private interview with the Director for evaluation of suitability to this ministry
- A commitment to the choir and its values, certified by signing the Sanctuary Choir Pledge

REHEARSALS

Wednesday Evenings

- Rehearsals are from 7:00 to 9:00 p.m. in the choir room.
- Arrive early enough to park, collect your music, and look over the information at the Choir Resource Table before rehearsal begins at 7:00.
- Pencils are provided for your use on the Choir Resource Table. Please have one ready to mark your music at every rehearsal. Please do not mark your music in ink.

Sunday Mornings

- Meet in the choir room at 9:15 a.m. every week for warm-up and rehearsal.
- Arrive early enough to park, collect your anthem and service music, put on your robe and find your seat according to the seating chart on the Choir Resource Table.
- If arrive after 9:30 a.m., you will not be eligible to sing for that service. Make every effort to be on time.
- If your attire does not meet the dress code guidelines, you may be asked not to sing for that service.

Additional Rehearsals

Additional rehearsals are announced in advance by the Director. Attendance is required.

- Christmas Concert – In the fall, three rehearsals are scheduled on Sundays after the morning service from 11:30 a.m. to 12:30 p.m. During the week before the concert, the choir rehearses Monday, Wednesday at 7:00 p.m. and Saturday at 9:30 a.m. and on the concert day (Sunday) at 4:00 p.m.
- Holy Week – During the week before Easter Sunday, the choir rehearses Wednesday at 7:00 p.m., Saturday at 9:30 a.m. and on Easter Sunday at 8:00 a.m. The Choir also sings for the Good Friday Service at 7:00 p.m., rehearsing at 5:45 p.m.
- Independence Day Concert – During the week before the concert, the choir rehearses Wednesday at 7:00 p.m., Saturday at 9:30 a.m. and on the concert day (Sunday) at 1:30 p.m.
- Summer Ministry Tour – If the choir is preparing for a summer tour, additional rehearsals are announced in advance by the Director. Attendance is required for those who have committed to touring with the choir.

MUSIC AND MATERIALS

- Each choir member is assigned a roster number used to label each file slot, brown folio, black folder and anthem.
- Use the green and red files in your brown folio to make it easier to find a piece of music during rehearsal by category (Sunday anthems vs. concert repertoire).
- New music will be placed in your file slot on Wednesdays before rehearsal.
- If you are missing an anthem, please fill out the yellow “Missing Music” slip found at the Choir Resource Table.

- You are encouraged to use the pencils provided to mark your music. Please, do not use ink.
- You may take your music home to practice during the week. However, be sure to bring it back with you to the next rehearsal or Sunday, and to return it in good condition.
- After each service, place the music from that service in the trays provided on the Choir Resource Table. If you anticipate being absent on a Sunday, please turn in the anthem at the prior rehearsal or as soon as you return.
- Make use of our weekly Choir Notes to help you manage the music under your care. Eliminate unnecessary work for the Choir Coordinator by returning your music in a timely manner. Thank you!

ATTENDANCE

Excused Absences

- It is important that all of us make the choir a priority in our schedules. It is expected of active choir members to keep absences to a minimum. Plan to be present at all rehearsals and services unless you are unable to do so because of a reasonable conflict (work, family difficulties, sickness, etc.). Whenever possible, try to plan time away during times when the choir is not scheduled to sing.
- If you are aware of a service or rehearsal for which you will be absent, fill out a blue “Notice of Anticipated Absence” slip (found at the Choir Resource Table) as far in advance as possible. This courtesy helps us as we prepare seating arrangements and appropriate music.
- If an unexpected circumstance keeps you from coming to choir, please call Jan at 312.327.8622 or send a message to jan.hagstrom@moodychurch.org.
- If you miss ONE Wednesday rehearsal, PLAN TO SING the following Sunday anyway. If you miss TWO OR MORE consecutive rehearsals, plan to NOT SING. You probably haven’t rehearsed the music enough to sing with confidence. Consult with the Director if you aren’t sure about your readiness to sing.

Un-Excused Absences

- If you do not notify the music ministry that you will be absent in advance, your attendance is recorded as an un-excused absence.
- If you are un-excused for two or more Sundays or Wednesdays in a row, your Section Host will try to contact you to be sure that you are doing well and do not intend to change your member status with the choir (i.e. active, inactive or dropped).

Short-Term Leave of Absence

- In some cases, it may be necessary for you to leave the choir for a specified period of time for personal reasons (i.e. class scheduling conflicts, ongoing health problems, temporary assignments, etc.).
- After speaking with the Director about the circumstances, your member status will be changed from “active” to “inactive” for an agreed period of time.
- At the end of that period, you will be contacted to confirm that you are ready to return to active membership.

Member Status

- Active – members who regularly participate each Wednesday and Sunday
- Inactive – members who have scheduled a short-term leave of absence, or those who intend to return to active membership as soon as possible but are prevented from doing so for the foreseeable future
- Dropped – members who are no longer able to participate in the choir

DRESS CODE

The way we dress is a critical component of creating an environment where everyone in our congregation can focus without distraction on the content of our worship. As a choir, the primary principles to consider are modesty and uniformity. Please do not call attention to yourself by lack of adherence to these guidelines.

Choir Robes

- Robes are worn for all Sunday morning services and performances, with the exception of the Independence Day Concert and other times as designated by the Director.
- Please be careful to wear the robe assigned to you. Robe numbers are marked on the tag and on a designated hanger. A current chart of assignments is posted on the inside of the closet doors.
- Robes are cleaned during the summer. Please take responsibility for additional cleanings during the year if needed.

Sunday Services and Performances

- Women wear a skirt or dress that reaches below the knee in length or dress pants (no jeans or casual pants) and tops with sleeves that reach below the shoulder (no tank tops or cap sleeves). Select conservative and understated jewelry. Hair ornaments (bows, clips, etc.) should be small and unnoticeable, and head coverings of any kind should not be worn.
- Men wear a long-sleeve collared shirt with dress pants (no jeans or casual pants).
- Please wear dress shoes only, not sneakers, running shoes, flip-flops, bulky boots or any other casual shoe.
- Do NOT wear perfume, cologne or any scented products, because these are a hindrance to singing for others around you, especially those with allergic reactions.

Independence Day Concert

Dress for this concert is less formal than other times and subject to change. In recent years, the dress code has been as follows:

- Women wear either navy or black pants or knee-length skirts, with a modest white blouse, top with sleeves that are at least one-quarter length (not cap sleeve or shorter). Please wear only understated jewelry.
- Men wear navy or black pants with a white, long-sleeve collared dress shirt.

Additional guidelines for platform attire are required of soloists, orchestra members and other performers in the music ministry and are available upon request.