

**Chorus Handbook**

**Our 23rd Season**

**2016-2017**

[**www.orangeparkchorale.com**](http://www.orangeparkchorale.com)

Welcome Orange Park Chorale Singers:

The information in this handbook will help you enjoy your experience in OPC while letting you know what is expected of you as a member. Please read it carefully and keep it as a reference throughout the year. It is also important that you read the weekly edition of *The Score*, as it will inform you on everything about the week’s assignments and scheduling items.

*Fellow Singers:*

*I hope you will join me in appreciating the privilege our coming together as a chorale affords us. As musicians, we actually participate in re-animating works of art. We are truly blessed to participate in the composer’s vision and the audience’s experience simultaneously.*

*The success of the OPC depends on you, as you are the most important part! Our level of success is in direct proportion to the amount of energy you are willing to contribute to chorale activities as both a singer and participating member management. Your musical ability has already been acknowledged through audition, but your level of commitment to being prepared for rehearsals and volunteering for activities is crucial for our success. YOU MATTER!*

*Hopefully, this handbook and the weekly Score will provide the answers to any questions you may have. If not, please ask the interim Chair, Cindy Crothers at 601.212.0352 or cindycrothers75@gmail.com. We will be a much stronger and accomplished chorale if everyone is fully aware of what is going on within the organization.*

*I am very much looking forward to our upcoming concert year and working with all of you to continue our musical contribution to the northeast Florida community.*

*Musically yours,*

*Joe Conlon, Chairman of the Board*

**Mission and Values**

**Mission**: to provide opportunities for community participation in the area of choral music.

Key areas of focus for The Orange Park Chorale include:

1. **Musical Excellence**: A membership of skilled singers from all walks of life, both enthusiastic amateurs and professional musicians, who want to create art at the highest level of which they are capable.
2. **Service to Others:** Fall (Holiday outreach to hospitals, nursing homes, etc.) and Spring (social service, charity/benefit) directed community outreach events built into our season in addition to the regularly scheduled Fall/Spring concerts. Full participation is expected of the membership in these events.
3. **A Sense of Community:** Enriching the quality of life in Clay/Duval/St. Johns counties by offering high-quality performances of the choral repertoire free of charge. Enriching the lives of our members by fostering community of those who are drawn to choral music. Giving back to the community through outreach and service performances.

For more information, visit **www.OrangeParkChorale.com**.

**Our Core Values:**

* **Musical Excellence**
* **Fellowship**
* **Mutual Respect**
* **Character**
* **Dedication**

**Orange Park Chorale**

**Interim Board of Directors**

New candidates will be elected at the last March rehearsal. If you are interested in becoming a candidate or would like to nominate someone, please contact a board member or the artistic director.

Chairperson: Cindy Crothers

Vice Chairperson: Janet Metcalf

Treasurer: Matt Felts

Secretary: Phyllis Hale

Treesa Soud

Tina Conti

Catherine Palfrey

Jason Martin

**Artistic Director:** Dr. Timothy Workman

**Assistant Conductor:** Janet Metcalf

**Collaborative Pianist:** Stephen Fennell

**Artistic Director, Emerita:** Dr. Carole Clifford

**Rehearsals**:

Rehearsals begin at 7PM so please arrive a bit early. You need to be in your seat, with your music at the ready, at 7PM.

**ATTENDANCE & TARDINESS POLICY**:  Attendance at rehearsals is the single most important contributor to excellence in performance. Thus, the OPC has a defined attendance policy: there are no “excused” or “free” absences. When a member has missed two rehearsals, he/she will be notified that perfect attendance thereafter is now expected. If a member misses more than twice, the reason(s) for the absences will be taken into consideration. As always, the final say on whether a singer will be allowed to participate in concert performances will rest on the judgment of the Artistic Director and Board of Directors. Attendance Contact is Matt Felts at 904.607.7462 or [paperdude42@comcast.net](mailto:paperdude42@comcast.net)

**REHEARSAL ETIQUETTE:**

* Please bring a pencil every week. You will need to listen closely during rehearsals and be prepared to mark your score in pencil with the dynamics Tim provides. This process is the most important element to remembering week to week how the music is supposed to be sung. Failure to mark your score may result in an unintended solo moment!
* Out of respect to your colleagues (remember our core value of mutual respect) and the artistic director, please refrain from talking when Tim is speaking or working with another section.
* Please keep your socializing for times before and after rehearsal and during the rehearsal break. Everyone’s time is precious, and we need not waste valuable rehearsal time going over things that were missed by members not paying attention. The more we utilize rehearsal time effectively, the better our concerts will sound.

**Rehearsal/Concert Schedule**

**2016/2017**

**Fall Semester, 2016**

**Auditions: 8/15, 8/22** First Baptist, Orange Park

**Rehearsal Schedule: 7-9:30 PM**

Mondays: 8/29, 9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24

First Baptist, Orange Park

10/31 – ?, Orange Park

11/ 7– ?, Jacksonville

**Concert Schedule:**

**Friday, November 11**

?, Orange Park

Performance – 7:30PM

Call Time – 6PM

**Sunday, November 13**

?, Jacksonville

Performance – 3PM

Call Time – 2PM

**Spring Semester, 2017**

**Auditions: 1/2** First Baptist, Orange Park

**Rehearsal Schedule: 7-9:30 PM**

Mondays: 1/2, 1/9 First Baptist, Orange Park

1/16, 1/23, 1/30, 2/6, 2/13, 2/20 Hendricks Avenue Baptist, Jacksonville

\*\*\*Vote for new Board members – 2/22

2/27 Dress Rehearsal Clay venue (TBD)

3/6 Dress Rehearsal at Hendricks Avenue Baptist Church

**Concert Schedule:**

**Friday, March 10**

Clay venue (TBD)

Performance – 7:30 PM

Call Time – 6PM

**Sunday, March 12**

Hendricks Avenue Baptist Church

Performance – 3PM

Call Time – 2PM

**Charity/Benefit Concert, 2017**

**Sacred Heart Catholic Church, Highway 17 (tentative)**

**Performance – 8PM**

**Show Time – 7PM**

It is extremely important to maximize participation in the Charity/Benefit Concert so that Tim has the resources to allow us to put our best foot forward. As in the past, the repertoire will consist of music from the Spring semester, so we’ll be familiar with it and will only have to work on refining the performance. We have scheduled the rehearsals and performance so as to not interfere with holidays, Spring Break or graduation dates, so members should be free to participate. This concert is extremely important to the OPC for a number of reasons and **members are expected to participate**:

1. Dovetails nicely with the OPC value of community service
2. The community service component of the concert is critical to grant proposals
3. Showcases the excellence in music provided by OPC to a new and large audience, expanding our audience pool in Northeast Florida

Please be advised that the OPC is not locked into a particular charity and we will be soliciting the membership for ideas on what charity on whose behalf we’ll hold our concert in 2017.

Both rehearsals in addition to the concert will be held Sacred Heart Catholic Church on Route 17 on Fleming Island (tentative). The following dates are set, so save the dates!

Monday – March 27 7PM, Rehearsal, Sacred Heart

**Saturday – April 1 8pm, Performance, Sacred Heart**

7PM, Call Time

**Concert Attire**

**Ladies:**

* Long sleeves or ¾ length
* Floor length – must touch the top of foot (below the ankle)
* Formal – needs to be all black, but very dressy (not something you would wear to work or church, but to a black-tie formal event).  Can have beading and sequins (in fact, embellishments are encouraged) but beading and sequins must also be all black.  Can be dress, skirt and blouse or evening pants (like palazzo pants).
* Black shoes
* Black hose
* No Necklaces
* Small earrings allowed

**Men:**

* Traditional Black Tux with cummerbund (NO VESTS), white wing-tipped tux shirt with black studs, black bow tie.
* Black shoes
* Black socks
* No Necklaces
* Small earrings allowed

There is a facebook page reserved for OPC participants (past and present) and board members.  It’s a great place to talk about OPC stuff out of the eye of audience members. It can be found at: <https://www.facebook.com/groups/56278472927/?ref=ts&fref=ts>

There is also a public OPC facebook page,. Here is a link to that group for OPC fans and followers:  <https://www.facebook.com/pages/Orange-Park-Chorale/68838352855?ref=ts&fref=ts>

**Volunteering:**

We are very much aware and appreciate that you are already committing your time to rehearse and sing with the Orange Park Chorale. However, in order to make the OPC a viable and sustainable choral ensemble, it takes all hands pitching in beyond the board of directors and a cadre of long-standing members. The famous choral conductor Robert Shaw once wrote, *“All of us have unromantic and non-artistic responsibilities, things that have nothing to do with the music - but there’s no music if they don‘t happen…”* So true.

The Orange Park Chorale is not an exception to this rule – there is always much work and too few hands to do it. The Chorale would like you to consider other ways in addition to singing that you can help, to wit:

* Solicit new singers – extremely important
* Fund-raising, solicitation of concert sponsors
* Attendance coordination
* Snack coordination
* Set-up and break-down at rehearsals and concerts
* Sell advertising
* Solicit attendance of family, friends, etc. at concerts
* Solicit ushers for concerts
* Help in distribution and reclamation of music
* Solicitation of board candidates – both singing and non-singing

The Orange Park Chorale Bylaws mandates the following committees, which are designed to help meet these needs, with coordinators:

* Marketing Coordinator
* Logistics Coordinator
* Music Coordinator
* Internal Communications Coordinator
* Development Coordinator
* Technical Coordinator

Please consider volunteering for these committees. You’ll be working with some very dedicated individuals – the OPC cannot survive without them!

**Dues**

Each semester members are required to pay $50 in dues to OPC that are to be paid to Janet Metcalf by the third rehearsal. In addition, we have a “give or get” policy in place. This means that members are expected to retain at least a business card sized ad for the concert program or to make a donation of $25 to OPC. Dues, advertisement sales, and donations make it possible for us to meet the operational costs to maintain and market our organization.

**Performance CD’s**

Following each semester’s performance, a CD of the performance can be purchased from a Board member for $5.00. These are a wonderful way to remember the time and energy you put into the performance. Listening to them is also a way to learn and grow as a member of our elite group of performers.

**Orange Park Chorale Budget**

**2016/2017 Concert Year**

The Board of Directors, in accordance with the OPC Bylaws, wants to share information about our costs and income to help you better understand the costs involved with the concert year.

Budgeted Income

Contribution Income

CD sales $90

Concert sponsorship $500

Donations $1,500

Fall Performance income

Friday and Sunday $1,800

Spring Performance income

Friday and Sunday $2,000

Matching Gifts $1,000

**Total Contribution Income $6,890**

Additional Income

Reinhold Grant $750

Fall and Spring membership dues $4,000

Fall Advertising $700

Spring Advertising $700

**Total Additional Income $6,150**

**Total Budgeted Income $13,040**

Budgeted Expenses

Artistic Director $4,000

Contract Labor (Accompanist/Musicians) $4,400

Guest Artist $500

CD Recording/production $100

Music Copying $100

Program $200

Dues/subscriptions $200

Florida Incorporation Renewal $62

Liability Insurance $620

Mailbox $100

Marketing $500

Advertising $500

Miscellaneous Expenses $100

Office Supplies $200

Postage $100

Sheet Music $800

Storage Unit $450

Technical/Website $100

**Total Expenses $13,032**

**Total Budget Income 2016/2017 $8**