



Easterworks
CHILDREN'S
CHORUSES

HANDBOOK

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INTRODUCTION

A. Welcome

Welcome to membership in The Masterworks Children's Choruses (MCC), a music education and performance program sponsored by the Masterworks Chorale, Inc. We anticipate that your association with MCC will be a long and fruitful one.

This handbook has been created to help you better understand the mission, purpose, and organization of the choruses and board. It has also been designed to give everyone involved a common understanding of their own roles and responsibilities towards the goal of making the MCC a positive, enthusiastic, and effective musical organization.

Parents and singers alike should thoroughly read this handbook (preferably together) before each season begins and keep it handy for reference throughout the year.

B. Background

The MCC was organized by, and remains under the auspices of, the Masterworks Chorale, Inc. and its governing Board of Directors. MCC membership includes singers drawn from grades three through twelve and includes girls and boys. The singers are divided into two choirs, each choir representing a different level of vocal and musical ability. The MCC was developed as a Treble Choir for unchanged voices, and is currently organized as such.

C. Mission

The MCC shares the mission of the entire Masterworks Chorale, Inc.:...*Celebrating the transcendent and transforming power of choral music.*

The MCC is a music education and performance program for children and youth emphasizing individual understanding and development of musical skills. Our primary mission is to provide quality music instruction resulting in the highest level of artistic excellence in choral performance. The program endeavors to enrich the lives of children from all religious, racial, cultural and socio-economic backgrounds. MCC activities also help singers grow personally and socially through promotion of their own sense of self-esteem, accomplishment, and pride.

D. Goals

- To foster the personal, musical, and social growth of choir members, promoting their sense of self-worth, accomplishment, and pride.
- To expose children to the music of other cultures and societies.
- To maintain choir membership open to children of all religious, racial, cultural and socio-economic backgrounds.
- To provide a leveled educational experience allowing each singer to grow at a pace commensurate with his/her own interests and personal gifts.
- To increase the quality of singing in area schools by providing a supplemental experience which excels beyond that of the average school choir.
- To provide significant, worthwhile, and beautiful choral performances for the greater Metro-East and St. Louis regions.

ORGANIZATIONAL STRUCTURE

The Masterworks Children's Chorus (MCC) are part of a larger organization called the Masterworks Chorale, Inc. The organization is made up of the adult Chorale along with the Children's Chorus, its professional staff, board of directors, and families of our participating singers.

The Masterworks Chorale, Inc. is governed by a Board of Directors which guides all facets of the organization. The Board, which includes representation by MCC parents, strives to help the Children's Chorus thrive artistically, educationally, and financially, and to maintain a vibrant presence in the community.

A. Staff

The Masterworks Children's Chorus are directed and guided by the music director and conductor, an outstanding artist/educator, trained in many disciplines of choral performance and music education. The Music Director, in cooperation with the Masterworks Board of Directors, oversees the entire program. The Music Director is assisted at rehearsals and performances by the Chorus Manager, parent volunteers and the staff accompanist(s).

B. Chorus Manager

The MCC Chorus Manager carries out or directs the following on-site responsibilities:

- record attendance at rehearsal each week and at all concerts
- follow up all absences with a phone call
- create and distribute phone tree for their respective choir
- provide cell phone number for singers to call in case of last minute absences
- disseminate weekly information to singers and parents

C. Parental involvement

Our program offers a priceless artistic education at a modest cost. In order to keep the costs affordable, we must rely on our parent volunteers. This parental involvement not only provides necessary assistance, but it also affords our parents a significant present in their children's formation.

All parents, in cooperation with the Chorus Manager, are required to take periodic turns as rehearsal assistants, to assist with the following:

- be on-site during rehearsals, as assigned
- distribute and collect music
- assist the conductor if problems/emergencies arise during rehearsals
- chaperone concerts, tours and other activities as needed

MCC parents are also expected to work individually and corporately in promoting the MCC through volunteer and fund-raising activities. An additional goal is to provide occasional social interaction opportunities for the singers. *All parents are encouraged to become involved in this organization's activities.*

CURRICULUM

The importance of music in our lives has been documented for millennia. Plato wrote, more than 2300 years ago, *music is a more potent instrument than any other for education, and children should be taught music before anything else.*

Although our society has drifted away from the philosopher's pronouncement, recent research has reaffirmed the role of music in the learning process. A team at the Center for Neurobiology at the University of California at Irvine has established for the first time a causal link between music and spatial intelligence—the intelligence required for higher-level thinking necessary for complex mathematics and engineering. Studies in Rhode Island have confirmed that music studies increase reading skills and math proficiency in first graders.

While the benefits of a musical training bear fruit in a wider vineyard than we ever imagined, the most important result of musical training, however, lies in the music itself, and the richness it brings to our lives. It's not too late for adults to reap some of these benefits, but the perfect time to start is in childhood.

A. Artistry

Harvard psychologist Howard Gardner describes childhood as “the golden age of creativity, a time when every child sparkles with artistry.” The Staff of MCC believe that every child has the ability to sing beautifully and expressively if given the opportunity to explore the creative side of his or her being. Therefore, we seek all children who enjoy music, love to sing, and are eager to learn. We also look for parents who recognize the value of art in one's life, and who accept their role in directing, not following, their child's development. For, unlike many of life's pleasures, the attainment of a fulfilling musical background requires years of devotion.

To accomplish our goals we draw upon the strength of artists/teachers who understand both the study and performance of music, and the teaching of children. Dr. Doreen Rao, world recognized authority on children's voices, emphasizes this point in her book “Artistry in Music Education:” *the potential for a child's artistic development is directly related to the artistic capabilities of the teacher.*

B. Repertoire

The MCC program provides a special learning environment designed to give each child a rich and rewarding musical experience. The children study and perform a variety of music, from simple unison folk songs to appropriate literature from the Baroque, Classical, Romantic and Contemporary musical periods.

Masterpieces of music from all styles and periods form a solid foundation for musical learning and serve as the basis for our children. We take as our standard a quotation from Zoltán Kodály, the eminent Hungarian composer and music educator: *only the best is good enough for our children.*

We believe that the best musical experiences for children are inherent in the music of great composers. Our repertoire, therefore, includes the music of composers such as Bach, Handel, Haydn, Mozart, Schubert, Brahms, Kodály, Vaughan Williams, Copland and Bartok, among others. It also includes folk, popular, gospel, spirituals and multi-cultural music.

C. Concepts

Concepts about music and musical skills are systemically taught throughout the rehearsals and are solidified through performance. Musical concepts include melody, rhythm, harmony, timbre, dynamics, form, style and performance practice; musical skills include music reading, sight reading and music theory, including key signatures, scales, and chord progressions.

Singing, however, is the major focus of the musical experience in the MCC program. Because singing is such a powerful means of personal expression, we expect this experience will form the foundation of a lifelong relationship with music for both the singers and their families.

Our singers are taught the proper use of their vocal instruments through exercises and musical examples designed to improve posture, breath control, pitch control, tone production, phrasing, diction, vowel purity, dynamic contrast, articulation, expressiveness, and musical judgment. And they will learn how to apply their knowledge in measuring themselves, as well as other singers.

The ability to hear music, to conceptualize music, and to perceive and respond musically develops naturally from the human voice. Singing skill and musical understanding are essential components of the creative process and a fundamental resource basic to music education. We believe that through singing children can experience the “inner life” of the music in a way that transcends the surface of notation and words. In actuality, singing is a way of *touching* the music and a way of being touched by the music.

Zoltán Kodály, a champion of children’s music, wrote *the voice and musical feeling of children is so excellent that they can perform artistically anything that fits their physical and emotional development, however difficult the task*. We believe that MCC offers a unique opportunity for children to experience the beauty and wonder of the world’s most timeless expression of art—music—from the inside out.

One of the most rewarding aspects of music is sharing it with others. So we see *performance* as a climax to our educational experience. Performance provides us with a unique opportunity to bring joy into the lives of others, while it summons us to focus our entire being on producing our finest efforts. No score is kept, no member is left on the bench, no star rises over the rest of the team, and each and every singer brings an equal effort to that great moment of beauty.

D. Instructional Goals

For the concert season, Masterworks will offer the Children’s Chorus and the Youth Chorale. The Children’s Choruses program entails a *treble* ensemble made up of female voices and unchanged male voices. If a boy’s voice changes during the season, he may continue to sing in falsetto until the end of the year, but will not be retained for the following year. Each child is auditioned to determine placement in the level most appropriate to his/her development. All placements are determined by the staff on an individual basis.

Level One: The **Masterworks Children’s Chorus** is open to beginning and less experienced singers, grades 3 to 8. The MCC emphasizes the formation of basic musical skills through quality performance, and participates in four public concerts each year. Students are admitted through an elementary audition process. Prior experience is not required, but students are expected to demonstrate a rudimentary grasp of singing skills, and an appropriate level of maturity.

Level Two: The **Masterworks Youth Chorale** is a select ensemble open to talented students, grades 5 through 12. The chorus performs at four public concerts each year, and aims for a high level of musicianship and artistic achievement. Admission is by audition. Prior experience is preferred, but not required; older beginners may be accepted at the discretion of the conductor. Students are expected to demonstrate vocal and musical ability, an appropriate level of maturity, and a genuine desire to work towards artistic goals.

The audition—a standard component of music performance—generally includes identifying one’s level of matching pitches, rhythmic memory, tonal memory, and range. Singers should come prepared to sing a verse from a song familiar to them. Classical, hymns or patriotic songs are best for auditions. Broadway selections and pop music are not appropriate.

FINANCIAL

A. Financial Obligations

The following list summarizes the annual costs related to membership in MCC. (A more detailed explanation of fees and policies follows the list.) Tuition funds help to compensate our professional staff (conductors, accompanists, manager, guest artists), and to defray the costs of services and privileges such as instrument tuning, space rental, purchase of music, etc. Tuition covers only about half of the total cost per singer. Ticket sales, concert program advertising and fundraising make up the difference.

Tuition	\$375*
	\$200 (second semester only)
Summer Program**	\$125** (\$350 maximum per family)
Performance Attire***	as determined individually***
	Red rosettes (\$7) and bow ties (\$4) must be bought through MCC
Choral sheet music	No charge. However, all music must be returned in good condition.

* *There is a one-time only applicant fee for new members of \$50.*

***The Summer Program participation is optional, but all singers are strongly encouraged to participate, in order to provide a strong foundation for the season’s programming.*

****The Chorus Manager will inform singers of appropriate performance attire during auditions.*

B. Tuition Policies

1. Tuition **is due** at the singer’s first rehearsal each concert season.
2. Although we prefer one payment of \$375 plus a \$50 first-time and one-time fee of \$50, we will accept two (2) equal payments of \$187.50 by check or credit card.
3. Tuition for the entire year is due even if a singer drops out of the program at any time during the season. Written requests for a waiver of this policy will be reviewed by the Finance Committee, on a case by case basis.
4. Families with more than one singer enrolled must pay full tuition for the most advanced singer but will receive a waiver of \$50 for each additional singer. If paying by credit card, the tuition waiver will take the place of the last month’s payment.
5. Late enrollees are welcome, but full tuition is expected. Tuition for joining the program after January 1 is \$200.
6. Non-payment of fees will jeopardize a singer's place in the MCC program, and will not be allowed to perform in any concerts or special events in which the member's choir may be participating. Fees must be kept current at all times during the concert season.

7. All returned checks will be charged a \$25 processing fee per item. Any further payments or sale of tickets, from that point on, will be accepted only in cash or money order.
8. All payments should be made by check or money order, payable to MASTERWORKS CHORALE, INC. VISA and MasterCard are accepted for credit card payments.
9. The following information should be attached to any payment made:
 - a) Reason for payment (tuition, concert tickets, rosette, etc.)
 - b) Singer's name (always include last name -- especially if different than check remitter.)

C. Financial Aid

A limited amount of financial aid is available to qualified singers. If you need financial aid, please write a letter of request for financial assistance and submit it to the Chorus Managers, attention Finance Committee. Completed requests **must be received by September 17**. They will be reviewed and assistance granted at the discretion of the Finance Committee of the Board of Directors. Determination of assistance awarded for the season will be made and families notified by October 1. Any financial assistance granted will be applied to the back end of the tuition payments. For example, if you were granted \$100 of financial assistance, it would be taken off your last two payments. Families who are awarded financial assistance will be asked to solicit program ads in compensation.

D. Tickets to Concerts

Everyone (with the exception of singers) must purchase a ticket for admission to all concerts. Ticket prices are determined at the beginning of each season. A concert brochure in your package will list the ticket breakdown and discounts.

Siblings of singers are allowed free admission to the MCC Fall and Spring concerts. If there is more than one concert on a weekend (i.e. Saturday night and Sunday afternoon), then parents can purchase a special ticket for admittance to both concerts. These parent tickets are non-transferable. There is an additional surcharge if a concert is combined with dinner.

For the Fall and Spring concerts of the adult Masterworks Chorale, MCC singers are each offered a **complimentary** student ticket and parents are offered one complimentary adult ticket. These free tickets can be obtained from the Chorus Manager. Children and parents are encouraged to attend the Chorale concerts because it gives the MCC singers a chance to hear professional orchestras and soloists, and involves our students in the overall artistic life of the organization.

Each family is strongly encouraged to distribute fliers for each concert and sell tickets for all Masterworks events. Tickets for any guests may be purchased in advance at reduced prices.

MEMBERSHIP EXPECTATIONS

A. Auditions

Open auditions are held at specified times in August and September. If possible, all summer camp attendees are auditioned for the following season during camp week. Special auditions may be arranged at any time by calling the Chorus Manager. The audition is not a competitive audition, but rather a means of assessing at which level a singer should be placed in order to maximize the skills already attained with those being taught in the Children's Chorus program.

B. Year-Long Commitment

Participation in Masterworks Children's Choruses is meant to be a positive learning experience for the singers, one that they will carry with them throughout their lifetime. Students feel a sense of pride at being in this very special choir program and take their membership very seriously. Enrollment in the MCC is for the entire season, which begins in late August and concludes with the final concert in the spring. Each member is expected to remain active and committed to the program for the entire year.

We believe in a one year commitment because it allows the conductor to set goals based upon the current membership. It also allows the conductor to gauge the talent of each group and plan the repertoire accordingly for the entire season.

Commitment over the long term: We also stress that Masterworks is a progressive, formative educational program. That is, each year we build on the achievements of the previous season, and our returning members continue to benefit by growing in skill and artistic maturity. Much like instrumental study or foreign language study, lasting progress comes after many years of dedication and experience. We encourage our students and their parents to think about Masterworks not merely as an enjoyable extracurricular activity, but as a long-term commitment to a rewarding musical education.

While the summer program and a possible tour opportunity are optional, we believe that additional opportunities profoundly improve the experience, education and growth of each singer and are therefore highly recommended for MCC singers.

C. Resignation

We expect each singer who has made a commitment to participate for the entire season to honor that commitment and his/her responsibility to the other singers. If, however, an extremely unusual circumstance occurs that prohibits a singer from honoring that commitment, a personal conference between the director, the student and parents/guardians will be required before submitting a letter of resignation.

If a singer resigns, the parent is still responsible for the entire year's tuition fee. Paid fees are not refundable.

REHEARSALS

A. Attendance

Membership in the MCC program is a commitment to faithful, consistent and punctual attendance. It is expected that rehearsals take a very high priority in each singer's life. All rehearsals are mandatory unless otherwise indicated. A singer may be excused from rehearsals for:

- Illness
- Death in the family
- Conflict with a mandatory school performance

Tardiness is not tolerated although occasionally unavoidable. The student's parent(s)/guardian(s) will be contacted in the event of consistent tardiness. Early dismissal is discouraged.

In order to be excused, your individual Chorus Manager must be notified no later than one hour prior to rehearsals. Parents must submit a WRITTEN excuse for each TARDINESS or EARLY DISMISSAL. A written excuse should include the child's name, reason for tardiness or dismissal and a parent signature. In cases of planned absence, notice as far in advance as possible is appreciated. This written excuse can be attached to the singer's folder, which is returned weekly and read by the Chorus Manager.

Because we are charged with the task of watching your child during rehearsals, it is imperative that we know when they will be late or have to leave early. Each child's safety is one of our primary concerns.

No more than three (3) excused absences per semester from rehearsal are allowed. Any unexcused absence will require a conference with the Conductor, student and a parent/guardian and will have to be considered on a case by case basis. Should a second unexcused absence occur, dismissal from the program will be considered.

Rehearsal cancellation: In the event that a rehearsal is cancelled due to inclement weather, notice will be given via email and via the emergency contact telephone number indicated on the enrollment form.

The Chorus Manager's contact information, including telephone number, will be provided at the beginning of the concert/rehearsal season. Please keep this information within easy reach. Absences from rehearsals and performances must be reported to Chorus Manager at the earliest possible opportunity.

Transportation to and from rehearsals is the individual responsibility of the parents. Parents are encouraged to consult one another about the possibility of car pooling.

A comprehensive rehearsal and performance schedule is made available at the beginning of the concert season. Students are expected to commit to this schedule at the outset, and to attend all regularly scheduled rehearsals, Saturday dress rehearsals, and weekend concerts.

B. Rehearsal Procedures

The following procedures help us approach the levels of discipline and professionalism that all of us in MCC strive to achieve. They are enforced for the singer's safety, for ensuring orderly rehearsals and out of respect and courtesy for one another.

1. Arrive no earlier than 15 minutes prior to the designated rehearsal time. Go directly to the Chorus Manager or parent assistant and mark the attendance roster by your name for the appropriate date.
2. Always bring your music folder and/or word sheets and a sharpened pencil to rehearsal.
3. Give your attendance notes, permission slips, etc. to the Chorus Manager or assistant at the attendance table. A written note is necessary for late admittance to, or early dismissal from a rehearsal.
4. Address personal needs (i.e. use the restroom or get a drink of water) prior to the time your rehearsal is to begin. Constant traffic to the restroom is disruptive to the rest of the choir.
5. Disable any electronic devices. Cell phone use during rehearsal is not allowed. Gadgets of any kind will be removed and parents notified if the singer insistently breaks this rule. Personal items may be left on the coat rack outside of the rehearsal room door or placed under your designated seat.
6. Quietly proceed directly to the rehearsal room or waiting area directly outside of the rehearsal room following check-in. No horse playing or roaming the hallways is allowed! Enter the rehearsal room quietly and take your designated seat as an audition or other instruction may be in progress.

7. Do not bring food or drink, other than bottled water, into the rehearsal room. Try to eat a nutritious snack before you arrive at the rehearsal facility. Take any water bottles with you after dismissal.
8. Students are expected at all times to be respectful to the MCC staff (Conductor, Accompanist, Chorus Manager), parent volunteers, guests, church staff, the facilities and to each other. Pay attention to the Conductor, Chorus Manager and/or their assistants at all times without distracting other singers verbally or physically during rehearsal.
9. If, for health reasons, you cannot actively participate in a rehearsal you should bring a written note and observe quietly and attentively.
10. Singers are responsible for taking home their folder and any handouts that are distributed that evening. These notices are important sources of information and should be requested by the parents from the singer each week. On occasion, the chorus manager will provide printed information and also send the information via e-mail.
11. Do not exit the rehearsal facility to wait for your transportation outside. For your safety, please wait inside where the Chorus Manager or parent assistants can see you.
12. Parents/Guardians/Guests are always welcome to wait and/or observe Thursday rehearsals. Non-participating siblings must be closely supervised by the attending adult. Students should be picked up and dropped off on time for all rehearsals.

C. Dress Rehearsals

All rehearsals are mandatory unless otherwise indicated on the concert season schedule.

An absence, for any reason, from a dress (or final) rehearsal before a performance may result in the singer being excluded from the corresponding concert. The absence must be discussed in advance with the conductor.

Membership in the MCC program will be reviewed if more than one scheduled dress rehearsal is missed during the season. Any deviation from this policy must be considered on an individual basis in consultation with the Conductor.

Dress rehearsals are usually scheduled the day before a concert. This is normally a Saturday mid-morning for approximately two hours. Please make note of that and refrain from scheduling other events in this time slot. If a concert happens to be on a Saturday evening, the dress rehearsal would be on a Friday evening. Specific details will be given by the Chorus Manager.

The concert attire must be worn only at the designated dress dates as directed by the Chorus Manager. Parents should verify that their child is in full compliance of the dress requirements, which is discussed more extensively in the next section.

D. Summer Program

The Children's Choruses supplement each season with a week-long summer program, which ends with a free family concert. We believe this experience is essential in reaching the learning goals set for each individual child and gives an opportunity to develop relationships within their own choir.

With a keen awareness of how many other activities might conflict with this experience, it is requested that each family do its best to make this time a priority summer experience for their child or children.

Students, who participate in the summer camp, receive a \$25 discount towards the registration fee of the regular concert season. They are also encouraged to bring other friends to participate.

Parents who wish to assist during camp should speak to the Chorus Manager as a small number of volunteers are always needed. Help is appreciated with distributing fliers of the summer program to area schools and businesses.

PERFORMANCES

A. Performances

Attendance is required at all scheduled performances. If a conflict occurs, the absence must be discussed in advance with the Conductor of the choir involved.

B. Performance Schedule Conflicts

Every effort is made to accommodate unavoidable conflicts. A written schedule of any such conflicts (i.e. sports, drama, school, church, etc.) must be submitted as far in advance as possible to the Chorus Manager of the choir involved. A subsequent conference with the Conductor involved should be scheduled. Written requests for absences for any or all reasons are reviewed by the staff; decisions are based on the degree to which such absences would compromise the integrity of the MCC program or the child's participation in it. If notice of such conflicts is not received by the Chorus Manager in advance, the absence will be considered unexcused.

There are only three acceptable excuses for absence from performances. They are:

- Illness
- Death in the family
- Mandatory school performance

ALL ABSENCES FROM ANY PERFORMANCE OR DRESS REHEARSAL MUST BE PRE-APPROVED BY THE CONDUCTOR!

C. Performance Procedures

Performances require the very best in conduct, appearance and musicianship.

1. Singers should always eat a nutritious meal and get plenty of rest before a concert. Be sure each singer has used the restroom prior to arrival at the concert site.
2. Singers should arrive at the designated call time, as specified on the comprehensive season schedule, and immediately check-in with the Chorus Manager or assistant.
3. Tardiness at a performance may exclude a singer from participation in that performance.
4. All performers must arrive attired in proper concert dress as noted in "Performance Attire" below. Failure to wear proper concert dress will result in non-participation in the concert.
5. Singers should conduct themselves at all times in a calm, polite and professional manner. They must always give their undivided attention to the Conductor. If there is a waiting period before the performance, they are expected to bring a book, use a quiet voice, and behave at all times.
6. If a singer feels ill during a performance, he or she should quietly sit down on the riser and rest for the remainder of the song. Then, if feeling better, the child may stand and sing again, or if not, quietly leave the stage. Chaperones are always watching and will help if necessary. Once a singer leaves the stage he or she may not return to the risers.
7. Remember that at all times our singers represent the Masterworks Children's Choruses and the Masterworks Chorale, Inc.

D. Performance Attire

Unless otherwise informed, the standard concert attire is a solid white, long-sleeved oxford shirt; red rosette (girls) or red bow tie (boys); black uniform skirt (girls) or black slacks (boys); black opaque tights (girls) with black flat or low heeled shoes – no sandals; and black socks with black dress shoes (boys). Bow ties and rosettes must be purchased through MCC. Avoid any shirts which may be see-through or with logos. Skirt length may not be above knee level. Avoid colored undergarments/tank tops that show through the white shirt.

Just as the ensemble's sound is important, so is the ensemble's appearance. A well-groomed, neatly uniformed ensemble is essential for a truly professional and artistic experience. Good personal hygiene is a must for all singers. Tucked in shirts, brushed teeth, and clean, combed hair are always expected of each singer regardless of their specific concert dress. Hair should be groomed away from the face and may be fastened with natural (matching hair color) barrettes (no bows, ribbons, colored barrettes). No obvious make-up or cosmetics are permitted. Jewelry (only stud earrings will be allowed), accessories, watches, etc. are not permitted.

A singer who fails to dress or groom properly for any event will NOT be allowed to participate. If you need to order a skirt, contact Rising Stars (202 West Main St., Belleville, IL; 618/235-9581) to set up an appointment. Orders must be placed early in September to ensure delivery prior to the first concert. If you enrolled at a later day, it is pertinent that you order a skirt immediately.

A few previously used skirts may be in the possession of the Chorus Managers. Please contact them if you wish one. There is no guarantee they will have the size you need. If a singer has outgrown her skirt, parents may choose to offer it to another singer or sell it themselves.

SPECIAL EVENTS

Masterworks Chorale concerts – When appropriate and needed, the Masterworks Youth Chorale may make a guest appearance during a concert.

Selected ensembles – Upon a conductor's decision, a small ensemble might be showcased in a concert or the annual Gala fund raiser.

Area events – By special invitation, MCC may sing at area events such as: Art On The Square, Lebanon's Victorian Christmas, a ribbon cutting ceremony, Memorial Day celebrations, or similar events.

Future tours – Depending on the size and abilities of the choruses, a day or weekend trip may be organized to enhance the singers' performing experience.

Choral Workshop – On occasion, a guest choral clinician may be invited to educate the children choruses in more specific artistic works. This has been done in combination with summer camps and in tours.

VOLUNTEER OPPORTUNITIES

As a not-for-profit organization, the Masterworks Chorale, Inc. greatly depends on volunteers. Volunteer opportunities are numerous and diverse, from office assistance to special projects. The Chorus Managers from time to time will ask for your help. The following are brief descriptions of some of the volunteer opportunities.

Photographer - Willing to photograph at rehearsals and supply digital photos (or negatives and prints) for possible use in brochures, programs and advertising pieces. Pictures are requested for choir archives and publicity.

Chaperone - Assist Chorus Managers at performance locations with management of singers, uniform check, sign-in and general chaperone duties.

Telephone/Email Work - Participate in a phone tree. When emergencies arise or information is needed quickly, phone trees may be activated by the Conductor or Chorus Manager to obtain or give necessary information.

Fund Raising - Can provide contacts in the community for corporate or private sector donations, event planning, project coordination, etc.

Performance Opportunities – Can provide contacts in the community for performances, visibility and exposure.

Poster/Flier Distribution - Willing to take posters around to various locations to help publicize concerts or to take fliers to area schools promoting either regular or summer programs.

Ushering/Product Sales at Concerts - Willing to usher or manage a ticket table and/or a table selling MCC T-Shirts, Tapes, CD's etc.

We depended upon volunteers to take on and complete a job. This is not just because this organization needs every extra hand it can get. Ownership of a vision and a group of people is formed by each one working side-by-side with his/her peers.

PROCEDURES

A. Issuing of Music and Folders

It is the singer's responsibility to take good care of music issued to him or her. Singers must turn all music by the last performance in the spring. If music is lost, irreparably damaged, or not returned, an additional fee will be charged to cover replacement costs. This fee will be \$2.50 per piece of music. Please remember that music is to be used, not abused.

Handling and care of music:

- Music must be brought to all rehearsals unless you are notified otherwise.
- Never fold or roll music.
- All markings should be done lightly, in pencil, and only at the direction of the Conductor. (A sharpened pencil should be brought to each rehearsal.)
- If for any reason a piece of music is in need of repair, please request a replacement copy.

B. Commitment to Area School Music Programs

The success of MCC is dependent in large part on the support of music teachers in the greater metro-east area. MCC singers should be leaders in their school music ensembles. It is expected of every MCC singer that he or she be an active participant in his/her school or church choir if one is available.

C. Funding and Development

Tuition payments and ticket revenue cover only a portion of the costs of the Masterworks program and the financial needs of the program must be supplemented by additional funding resources.

Several times throughout the year Masterworks Chorale, Inc. sponsors special fund-raising activities to help meet the core operating support of both the Chorale and Children's Choirs. Tax-deductible contributions are accepted on a continuing basis as well. Special grant requests are regularly submitted to corporations and foundations for specific needs of the Masterworks Chorale, Inc. throughout the year. If you know of a potential funding source, please forward the information to the Board of Directors via the Chorus Manager.

1. Every year the Masterworks Chorale holds an annual Gala Dinner Auction. The MCC submits usually one to two theme baskets for the silent auction. Parents contribute various items under the direction of the Chorus Managers. Specific details may be given to you at registration. All members and their guests are invited to attend. Any help or support you can give to help the gala succeed is greatly appreciated.
2. Several additional fund raising events (such as Trivia Night, Karaoke Night, and Pancake Breakfast) are scheduled in the course of the season. These provide fun and rewarding social occasion, and parent participation is strongly encouraged.

E. Website

Masterworks Chorale, Inc. maintains its own website, www.singmasterworks.org.

Among the things listed are the bios of our staff musicians, a list of the Board of Directors, information on the adult Chorale and Children's Choruses, details about the Concert Season, how to support the organization and various other details. Some forms and fliers may also be found online.

The website is a very easy way to promote the organization to other families which may be interested in joining or obtaining more information about the various concerts and fund raisers.

F. Facebook

Masterworks Chorale maintains a Facebook page strictly for publicity purposes. Announcements of concerts and other special events, along with discounts to tickets are posted on a regular basis.

Parents are asked to contact Chorus Managers via email and not Facebook. Please note that this an open group page so no private information is to be shared through this social media.

G. Addendum

This Handbook and all other pertinent forms or paperwork associated with the Masterworks Children's Chorus and Youth Chorale will be made available for download at the website. The following forms are also available for download. These need to be completed and turned in within the first two (2) weeks of rehearsals.

MCC Enrollment form

Emergency information and release form

Media release form

Tuition payment form

Other pertinent calendars and communications will be distributed via e-mail or in print, from the Chorus Manager.