

# Pilgrim Festival Chorus



## 2009-2010 Season Member Handbook

### ***WELCOME!***

The Pilgrim Festival Chorus, Inc., is based in Plymouth, Massachusetts, but its members come from many surrounding South Shore towns. The chorus is dedicated to the performance of choral music; to give public and private concerts; to provide a music education opportunity to its members and the public; and to encourage and promote choral singing and the appreciation of good choral music.

The Pilgrim Festival Chorus is supported in part by grants from many Local Cultural Councils in and around the greater Plymouth area. These local agencies are supported by the Massachusetts Cultural Council, a State agency.

WEBSITE: [www.pilgrimfestival.org](http://www.pilgrimfestival.org)

The PFC is an *AUDITIONED* Chorus. All members must audition before joining, and regular auditions are conducted for existing members. If you know someone who would like to become a member of the chorus please have them contact our Music Director, William B. Richter, to schedule an audition. (Page 8.)

In addition to the regular concert schedule, the chorus also performs with the Plymouth Philharmonic Orchestra at its annual *Holiday Pops!* concerts in December.

The Pilgrim Festival Chorus is a member of the Greater Boston Choral Consortium (GBCC), a cooperative association of diverse choral groups in Boston and surrounding areas. Access the GBCC online at [www.bostonsings.org](http://www.bostonsings.org). You can find Concerts to attend (*and* support choral music) and various opportunities for singing, such as Summer Sings, *Messiah* Sings, and other group events. We will also announce GBCC events of general interest at rehearsals, via handouts, email, mail or phone.

Revision date: 9/21/09

## PFC Information and Guidelines

This Handbook contains general guidelines and information for all Pilgrim Festival Chorus members. Please read the handbook thoroughly and refer to it as needed. If you have any questions or concerns not covered here please speak to one of the officers. This handbook will be published on our website for your convenience.

Please read your email regularly for informative messages from the PFC Board.

Executive Board (Officer) Contact Info for 2009-2010:

PRESIDENT	Cyndy Dorchester
Tel. 781-447-4865	e-mail: <a href="mailto:ckd02382@comcast.net">ckd02382@comcast.net</a>
VICE-PRESIDENT	Klaus Haak
Tel: 508-747-3213	email: <a href="mailto:klaushaak@hotmail.com">klaushaak@hotmail.com</a>
SECRETARY	Meredith Hutchings
Tel. 508-746-5314	e-mail: <a href="mailto:mjh27@comcast.net">mjh27@comcast.net</a>
TREASURER	Eileen McCaffrey
Tel. 508-866-7895	e-mail: <a href="mailto:efmccaffrey@comcast.net">efmccaffrey@comcast.net</a>
Immed. Past Pres.	Connie Melahoures
Tel. 508-746-3805	e-mail: <a href="mailto:conmel@aol.com">conmel@aol.com</a>

♪ PFC Policies:

If, as a member of the PFC, you have any matters of concern regarding the chorus or its management, PLEASE talk to one of the above officers. We will do our best to address your concerns.

## CONCERT DRESS

WOMEN	MEN
Plain long-sleeved Black crew-neck top. Black floor-length skirt; or similar Plain long Black dress. Black *stockings and Black shoes. (No velvet, lace, sequins, shiny material, etc.)	Black tuxedo with Black bow tie. White shirt, Black socks, Black shoes. No vest. Black cummerbund optional.
ALL: NO fancy or shiny jewelry or watches that will reflect light.	

**\*\*NO PERFUMES or OTHER STRONG SCENTS, PLEASE!!**

(Even strongly-scented personal care and cleansing products, such as hair spray and aftershave, could compromise a singer's breathing or otherwise affect highly sensitive people.)

The above dress policy is for most concerts. This dress is part of our desire to present a more professional appearance at our concerts. If there is an extended season or public service concert/event, any change in the required dress will be announced during rehearsals for that concert or event. If there are any questions regarding the concert dress, please talk to the President. Also, if this dress code would be difficult for you, financially, please let the President know. Often, another member has an extra clothing item and will be happy to lend it to you.

**Dues** are payable by the third rehearsal of a season. Dues must be paid prior to the concert dates to be allowed to sing. (See page 4 for the financial Hardship policy.)

**Music:** Members are asked to pay for their music at the first or second rehearsal of each concert series.

**Borrowed music:** Use only pencil to make notes and erase all marks before returning it ... or you will pay for the music.

**Rehearsals** for 2009-2010 will usually be held at the Church of the Pilgrimage in Plymouth. We'll announce the location of any changes in venue for Dress rehearsals and the concerts well in advance. Most of the season's schedule is posted on the PFC web page at [www.pilgrimfestival.org/members](http://www.pilgrimfestival.org/members). Please check it regularly for updates. We make announcements at rehearsals and send frequent emails to keep you current. We'll send letters and make calls to members without internet access.

**Attendance** at all rehearsals is necessary to preserve excellence of the performance. We ask members to attend at least 80% of all rehearsals, and the Dress Rehearsal. Those who cannot meet this obligation will have their status reviewed by the Board and the Music Director, as to your readiness for a concert performance.

In accordance with our Bylaws, membership in the PFC is an annual commitment for **Active Members**. Annual Dues, established yearly by the Board of Directors, are due at times determined by the Board, and may be paid in installments (usually a fall/winter and a spring season) as decided by the board.

Please see the PFC Bylaws (on the website, or ask for a printed copy) for the PFC policy on retaining your Active Membership by paying dues even if you cannot join for a particular season, or cannot sing in that season's concert.

**Financial Hardship Policy:** The PFC Board has instituted a new policy regarding a member's possible inability to pay full dues. Please ask the Treasurer for a "Hardship Form" if you will find it difficult, for any reason, to pay full dues, or if you need to set up a payment plan. All full-time Students must fill out one of these forms to qualify for half-dues status. The Board of Directors will review the form and the information therein will be kept strictly confidential. Extraordinary circumstances of need beyond that of dues will be dealt with on an individual basis by the Executive Committee or the BOD.

A **Black Folder** is required to hold your music at PFC concert performances. To obtain one you may order from the website, [www.musicfolder.com](http://www.musicfolder.com) or call 1-877-246-7253 (toll-free). Let us know if you need one. We sometimes order in bulk to save you money. We use the Deluxe or Choralex Compact styles. If you own a folder, please show it to the Secretary. It will probably be acceptable.

**Ticket Sales:** We do not REQUIRE the sale of tickets by members. BUT, we EXPECT that members will sell a certain number of tickets to our concerts. After all our hard work, it would be very nice to have a sizeable audience attend and enjoy the performances. PFC policy currently requests that each member sell (or buy and give away) at least a minimum number. This number and the ticket price is determined by the Board of Directors before each concert.

**The PFC Website** ([www.pilgrimfestival.org](http://www.pilgrimfestival.org)) contains most of the information you may need concerning the chorus and its policies. We try to keep it up to date regarding the season schedule, etc. Any last-minute changes will be announced during a rehearsal or via email or phone call to members.

Check out the website for the following:

- \$ Schedules of Rehearsals and Concerts
- \$ Music needed
- \$ The Bylaws
- \$ Membership Requirements
- \$ Important Contact information
- \$ Meetings, Annual Meeting Reports
- \$ Letters from the President
- \$ Board of Directors listing
- \$ Posters to download, print and distribute
- \$ Photos to download to your computer and print
  
- \$ . . . Lots of other information and resources that will help you to be a proactive member of your chorus.

**Meetings:** All Board of Director meetings are open to the general membership. For written copies of the minutes, please contact the Secretary. The PFC Bylaws are posted on the Website for your reference. If you do not have web access, please contact the Secretary for printed copies of the Bylaws, or any other PFC information you may need.

**Socializing:** We hope that PFC Members will all become friends as well as fellow singers. Along that line, we try to organize one or two Social events each year. At our Annual Meeting, we include a Social portion. (The annual meeting should be some time in February starting in 2010, according to our new Bylaws.) We sometimes have a December Holiday party, or a Summer picnic. We also try to have a Social Hour after all our concerts. Members also gather informally after rehearsals and at other times. So... just remember, you will have opportunities to socialize with your friends at times other than at rehearsals.

**Fund Raising:** PFC concerts are supported only in part by Grants from Local Cultural Councils. We also depend on your Ticket Sales to cover the costs of producing a quality concert. Dues only cover our day to day expenses of rehearsal space, Director, Accompanist, and miscellaneous costs, such as printing programs. Above and beyond that, we sometimes engage in additional, smaller, concerts for private or public agencies that pay us to sing. We also try to participate in a fund raiser called "Walk for Music". Next year's Walk is tentatively scheduled for May 23, 2010. More info will be given as the year progresses. We hope you will participate. If anyone has ideas for other fund raising events or projects, we'll be happy to hear from you.

\*\* If there are any circumstances that prevent you from adhering to any of the above PFC policies, please speak to the President.

\*\* If your questions are related in any way to the Music, not the organization of PFC, please talk with the Music Director.

## ***A Few Things to Remember***

**Please** do not carry a cell phone or pager in the 'on' mode unless absolutely necessary and it has a silent alert feature. If your phone does ring during rehearsal and must be answered, please leave the rehearsal area to answer it.

**Please** try to arrive 15 minutes before the requested time so that rehearsal can start promptly at the director's call.

**Please** try not to miss any rehearsals. We need all the rehearsal time scheduled by our Music Director to perform with quality in a concert. Also, each week important messages may be announced, both by the director and the officers. If you know that you are going to miss more than one rehearsal please let an officer know. Or call to see if you missed any important announcements.

**During** rehearsals our *full attention* must be given to the Director until the time when he announces it is 'break' time. Please do not chat among yourselves until that time.

**Please** inform the Secretary or another Officer right away if there is ANY CHANGE in your contact information while you are a member of the PFC: Phone number, email & mailing address. We depend on this information being current in order to keep you informed about all PFC matters and possible cancellations, etc.

### **Learning Music for upcoming seasons:**

If you need additional help learning your music, go to our website and click on "Members' page". There, you will often find links to some of the major pieces online at [www.cyberbass.com](http://www.cyberbass.com). Parts might be broken out according to the score, so you can listen and learn while online. Or they can be downloaded (saved) to your own computer or to a CD so you can play and learn at your leisure. (Good to do if you only have dial-up access.)

MUSIC DIRECTOR

William B. Richter (Bill)  
email: [director@pilgrimfestival.org](mailto:director@pilgrimfestival.org)  
Cell phone: 781-789-3343

ACCOMPANIST

Elizabeth Chapman Reilly (Liz)

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***Don't Forget to:***

Respect the Director

Respect the Accompanist

Respect the Rehearsal areas

Respect the Concert areas

MOST important ... RESPECT EACH OTHER

~~ and... ***HAVE FUN SINGING!!*** ~~

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