



St. Maria Goretti

Catholic Church

MUSIC MINISTRY

MEMBERSHIP HANDBOOK

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WELCOME TO THE ST. MARIA GORETTI MUSIC MINISTRY

St. Maria Goretti Catholic Church offers a comprehensive choral program including adult and youth choral ensembles, a concert series, choral scholarships, and unique performance opportunities. Through fine repertoire, advanced vocal and musical education, prayer, and a positive learning environment, members develop life-long values which enhance their spiritual lives and the people to whom they minister.

This handbook outlines the structure of the St. Maria Goretti Catholic Church Music Ministry and explains its operating procedures.

MISSION

As ministers of the word through music, the music ministry is dedicated to providing leadership in the worship of God and in the proclamation of God's word. In turn, we strive to present superiority in the artistic training and Christian formation of youth and adults and to enrich the cultural life of the community.

PROGRAM OVERVIEW

The choirs represent a tradition of sacred choral music that has been at the center of the Roman Catholic Church for centuries. In following the thousand-year-old tradition of the Schola Cantorum, or choir school, we also strive to incorporate children into the heart of the parish music ministries. While our choristers maintain a busy schedule of rehearsals, liturgies, and concerts, our primary focus is to serve as ministers of the word through music. As such, great importance is first placed on the Word of God and how, utilizing music as the vehicle by which we administer the Word of God to the congregation, we may be able to enrich the liturgy and the prayer life of our congregation. In so doing, profound attention is given to the text of each hymn, antiphon, psalm, acclamation, and anthem that is sung by the singers.

Choristers also receive training in the fundamentals of music, including sight-reading, ear-training, and music theory. Choirs provide music for liturgies throughout the choral season, September (after Labor Day) through June (Corpus Christi), and have the opportunity to tour throughout the area and nation each year.

As a family, we pray together, celebrate birthdays and anniversaries, and have multiple opportunities for fellowship in and outside of the parish. Membership is open to all!

THE CHOIRS

Choral Scholars

an auditioned semi-professional choir of men and women

The Choral Scholars is a semi-professional adult choir of advanced level singers. The Choral Scholars can often be heard singing in collaboration with the St. Dominic Savio Boychoir and St. Cecilia Girlchoir. Auditions for this ensemble are available throughout the course of the choral season. The ensemble is comprised of both parishioners and scholarship singers from throughout the area. The choir can often be heard singing music from the Renaissance to modern choral classics. The choir primarily sings for the Sunday 9:00 a.m. & 11:00 a.m. liturgies and for many Feast Days and Solemnities throughout the choral season.

Men's & Women's Schola

Non-auditioned, chant-based, choir for men, women, and youth

The Men's Schola & Women's Schola are two, non-auditioned, chant ensembles of men and women, respectively. These ensembles are responsible for leading the Sunday 5:15 p.m. liturgy by chanting the Propers, Ordinary, and other portions of the Holy Mass through the recitation of plainsong and hymnody. Chant will be in both English and Latin. While no audition is required, all members seeking to join the Men's Schola & Women's Schola will be required to undergo a vocal hearing with the Director of Music. Members will also be trained to read chant notation.

St. Cecilia Girlchoir & St. Dominic Savio Boychoir

Two choirs of boys and girls, grades 3-8

The St. Cecilia Girlchoir and St. Dominic Savio Boychoir are comprised of students with treble voices (unexpanded or "unchanged" voices) in grades 3-8. All members receive music education and vocal training through the Youth Chorister Training Program.

The Boychoir and Girlchoir adhere to a unique schedule of rehearsals and responsibilities including singing for liturgies throughout each month of the choral season and, on occasion, for civic events. In addition, the choristers participate in special services, tours, recordings, and retreats throughout the year. These choirs can be heard singing regularly at liturgies with the Choral Scholars, in combination with one another, or independently. The choirs primarily sing for the Sunday 9:00 a.m. & 11:00 a.m. liturgies and for many Feast Days and Solemnities throughout the choral season.

Students seeking admission into the Boychoir or Girlchoir must successfully complete at least one semester of instruction within the Youth Chorister Training Program. For more information regarding the program and membership, please see the Youth Chorister Training Program information below.

St. Maria Goretti Choir

Non-auditioned choir of men and women, ages 18+

The St. Maria Goretti Choir is a non-auditioned vocal ensemble for adults and high school students. The St. Maria Goretti Choir regularly leads liturgies at the parish throughout the choral season. Singers of all levels are invited to join this choral ensemble. While no audition is required, all members seeking to join the choir will be required to undergo a vocal hearing with the Director of Music so that the Director may place you in the most appropriate section of the choir. The choirs primarily sing for the Sunday 9:00 a.m. & 11:00 a.m. liturgies and for many Feast Days and Solemnities throughout the choral season.

Ensemble Novus

Non-auditioned ensemble of singers and instrumentalists, ages: high school +

Ensemble Novus is a nonobligatory ensemble comprised of singers and instrumentalists who focus on music with a distinctive contemporary sound, leading the church in liturgy at the Saturday 5:15 p.m. Vigil Mass, year-round. This ensemble is designed for those who cannot commit to a regular weekly rehearsal but would still like to participate in the parish music ministry.

CODE OF CONDUCT

We treat others with love, respect, trust, honesty, fairness and kindness. We follow the golden rule, and do unto others as we would have them do unto us. We act in a sensitive and considerate manner and respect the rights of others.

We take membership in the Music Ministry seriously, are committed to St. Maria Goretti Catholic Church, and pledge to do our best to participate fully in rehearsals, liturgies, and other scheduled events.

We are and act as a team. When we are in rehearsals, Mass, services, and together in public, we represent St. Maria Goretti Catholic Church and all that it is and aspires to be. We follow established rehearsal and performance practice and always try to be the best that we can be.

While every subtlety of proper behavior cannot be detailed, the following rules must be adhered to strictly:

1. Members and their families respect others.
We do not exhibit verbal or physical conduct that demeans others.
2. Members and their families make a one-year commitment to membership.
3. Members and their families respect the property of others. This includes all Parish property (music, music folders, instruments, etc.) and the property of other singers, staff, and their families.
4. Members regularly attend rehearsals and scheduled liturgies and concerts and are committed to being ready at the rehearsal/liturgy/performance call time, and inform the Director in the event of an absence.
5. Members bring to their rehearsal seats only what they need for rehearsal. Homework, electronic devices, and other items not related to the rehearsal or liturgy remain in backpacks, bags or other places out of sight—and use—during rehearsal and liturgies.
6. Members participate fully in rehearsals and liturgies. We respect rehearsal time, are not disruptive, work as a team, display our best musicianship, and respect our peers and staff.
7. Members keep their liturgical garment clean and in good repair

Membership Expectations

1. Bring all music, a sharpened pencil, and a re-sealable water bottle to every rehearsal and performance
2. Be in your seat by the time rehearsal begins
3. Be responsible for all information and music placed in your folders
4. Report for all liturgies and performances at the announced Call Time
5. Understand, respect, and abide by the attendance policy
6. Refrain from using cell phones during rehearsals, liturgies, and performances.

7. Put away anything that may cause a distraction to you or others during rehearsal
8. Be absolutely silent and attentive while their directors are talking and rehearsing
9. Write the conductor's markings and suggestions into their music in pencil
10. Sit and stand with good posture during rehearsals
11. Work on their parts outside of rehearsal and listen to the practice music files (if provided)
12. Wait until after rehearsal to ask any questions regarding the seating chart or voice assignment
13. Not bring candy, snacks, gum or beverages (except for closed water bottles) to rehearsal or liturgies
14. Tell the conductor before rehearsal begins, if he/she cannot sing in that rehearsal. This singer will then observe the rehearsal quietly and attentively and make markings in the musical score (pencil only) so as not to miss the director's instructions.
15. Show respect for each other and others at all times

Care of Music

1. All folders and all music must be returned at the end of each choral season! If music or folders are lost, irreparably damaged or not returned, a fee will be charged to cover replacement costs. Printed music is a major expense. Please help keep it in fine condition for generations of members!
2. Members are to treat their music and music folder with care and respect. Never fold, roll, or punch holes in music; do not attach stickers or other decorations.
3. All assigned music is the responsibility of the member.
4. Bring your music to all rehearsals unless you are notified otherwise.
5. Music is always to be kept and carried in folders. Single copies of music are NOT to be brought separately to rehearsal; bring the entire folder.
6. The ONLY markings on your music should be **musical indications** given by the conductor. **Use ONLY a sharpened #2 pencil.** (Do NOT use pen, highlighters or colored pencils. Please do not make other marks or drawings in your music.)
7. If for any reason a piece of music is in **need of repair**, *please talk to the Director.*
8. **Report lost music** to the Director immediately.
9. Lost or damaged music will result in a fine of \$5.00 per damaged or lost musical score.

Music Ministry members and their families follow this Code of Conduct, Membership Expectations, and Care of Music and are responsible for their own actions. Failure to abide by these policies will be dealt with immediately and may lead to one's removal from the music ministry.

CLOSED REHEARSALS

Rehearsals are always closed to non-members, including families. Only designated chaperones will be allowed in the rehearsal areas. This allows the members to concentrate on the music, the director, and any necessary final instructions.

ATTENDANCE POLICY

Membership in the Music Ministry is a commitment to faithful, consistent and punctual attendance. It is expected that rehearsals and performances take a very high priority in each chorister's life. Each chorister holds a valuable place in his/her choir. All rehearsals and liturgies/performances are mandatory unless otherwise indicated.

How to Report an Absence

We encourage each member to maintain a perfect attendance record. All other anticipated absences should be reported on the REPORT AN ABSENCE feature linked on the Music Ministry website. In the event of an unplanned absence, the Director must be notified by email at music@stmariagoretti.org or by calling the Music Ministry office at 608-268-2976. Should no one be available to take your call, please leave a voicemail.

Absences (for auditioned ensembles)

Members of auditioned ensembles will be allotted three (3) absences per semester from weekly rehearsals only. All liturgies, retreats, and other performances are considered mandatory. Excused absences from mandatory events may be accepted, however all advance notices should be submitted at least two (2) weeks in advance of each event. Please note that special requests for absences from mandatory events such as liturgies, performances, retreats, and dress rehearsals must be submitted in writing directly to the Director no later than two weeks prior to the anticipated absence. Submitting this request **does not** guarantee that the absence will be considered excused. All requests must be submitted in writing via email to the Director at music@stmariagoretti.org. Multiple unexcused absences will likely result in one's release from an auditioned ensemble.

Absences (for non-auditioned ensembles)

Members of non-auditioned ensembles are expected to be present for all rehearsals, liturgies, retreats, and other Ministry events. Members are expected to report their upcoming absences to their Director by using the REPORT AN ABSENCE feature linked on the Music Ministry website.

Absence from Liturgies, Dress Rehearsals & Performances

An absence, for any reason, from a final rehearsal (dress rehearsal) before a performance on the calendar may result in the member being excluded from the corresponding concert. (If a final rehearsal has been missed, members should not arrive at the performance expecting to perform unless prior arrangements with the director have been made.) If a member misses more rehearsals than what is acceptable to the Director during a performance cycle, they may not be allowed to perform in that performance. Furthermore, missing a liturgy, final rehearsal, dress rehearsal, concert, retreat, or any other performance may result in removal from an ensemble. Removal from any ensemble will be at the sole discretion of the Director of Music. All performances, concerts, retreats, and dress rehearsals are mandatory and all members are required to attend.

Absences from Events Added to the Calendar Mid-Season

As we are an actively performing Ministry, the Music Ministry receives many invitations to perform and participate in events throughout the year. Should an event be added to the calendar, members will have up to one week from the time an event is announced to report to their schedule conflict in writing to the Director. Members who submit a written notice of their schedule conflict within one week of an event being added to the calendar mid-year will be allowed to be absent from the event without penalty. Any notice received after one week of the event being added to the calendar will not be honored and should the member be absent from that event, they will be penalized in accordance with the Attendance Policy.

Tardiness or Early Dismissal

All members are expected to arrive 15 minutes prior to the beginning of all dress rehearsals, concerts, performances, and retreats to allow time to check in, say "hello" to others, and be in their seat and ready to sing 5 minutes before rehearsal begins. All members are expected to stay for the full rehearsal. Early dismissals are not allowed. Three tardies are equivalent to one absence. Members arriving 20 minutes or more late to rehearsal will be considered absent from that respective event.

CANCELLATION POLICY

It is very unusual for the Music Ministry to cancel rehearsals due to inclement weather. Please review our cancellation policy below:

1. All closures and cancellation of events will be determined by the Director of Music.
2. Should a cancellation occur, the Director will send a text message to all members via REMIND indicating such a cancelation and an email to all members.
3. Notice of all cancellations may also be viewed on the home page of the Parish website at www.stmariagoretti.org.

LITURGIES & PERFORMANCE PROCEDURES

All liturgies and performances require the very best in conduct, appearance and musicianship.

1. Always eat a nutritious meal and get plenty of rest before a liturgy or performance. (Avoid sugary foods and sodas. Avoid consuming large quantities of dairy products before you sing, as it can cause coat one's throat.)

2. Arrive at the appropriate call time. **Youth Members' Parents:** please accompany your child to the performance venue make sure they're in the right place at the right time.
3. All members must arrive wearing the assigned attire. **Failure to wear specified attire may prevent a member from participating in a liturgy or performance.** Members should remain in their complete uniform until they have exited the performance site.
4. Always let a chaperone know if you are feeling ill. If you feel ill during a liturgy or performance, quietly sit down and rest. Do not leave the stage or choir loft unless there is no other option. Chaperones are always watching and will help when needed.

LITURGICAL AND PERFORMANCE DRESS

Just as the ensemble sound is important, so is the ensemble appearance. A well-groomed, neatly uniformed ensemble is essential for a truly professional and artistic experience. Our liturgical and performance attire allows for versatility and practicality and is visually pleasing but not distracting. Furthermore, our attire befits the office of which we all hold as members of the ecclesiastical choir.

Men and Boys

All male members of a choral ensemble will be assigned a red choir cassock and white surplice. Members of the St. Dominic Savio Boychoir will also be assigned a neck ruff. These items will be worn for all liturgical and performance events. All men and boys should also wear a white dress shirt, neck tie, dark dress pants, black dress shoes, and black socks under their cassock.

Women and Girls

All female members of choral ensembles will be assigned a red choir cassock and white scapular. Members of the St. Cecilia Girlchoir will also be assigned a neck ruff. These items will be worn for all liturgical and performance events. All female members should also wear black hoes (long socks) and black closed toed dress shoes (low to no heel) under their alb.

Good personal hygiene is a must for all members. Clothing should be neat, wrinkle-free and fit properly. Clean teeth and clean, combed hair are always expected of each member whenever a specific concert dress is required. No perfume is to be used. Please use deodorant. Female singers are allowed to wear small earrings but should not wearing necklaces or other large jewelry items.

A member who fails to dress or groom properly for an event (i.e., performances, special rehearsals, and trips) may not be allowed to participate in that event.

Hair, Jewelry, and Make-Up

1. Hair should be worn simply and off the face. Unobtrusive hair bands or barrettes that match your hair color may be worn. (No colors please.)
2. No unusual colored hair dye.
3. No jewelry except small earrings, please.
4. No make-up or light make-up (using muted colors) is preferred.

VOLUNTEER ACTIVITIES

The Music Ministry depends on the dedication and energy of volunteers, and opportunities for involvement exist in a variety of areas. All volunteer activities are coordinated by the Music Ministry office. We enthusiastically welcome all interested members, parents of members, parishioners, and others to share in the Music Ministry experience, to make friends and to help keep the Music Ministry growing. All are encouraged to become involved.

Below are some volunteer opportunities:

1. Cooks

Do you enjoy cooking? We need weekly volunteers to prepare supper for the members of the choral ensembles each Wednesday evening. Cooks will decide on a monthly menu for our weekly suppers and take turns each week shopping and cooking for the choir! All meals will be prepared in the Parish kitchen.

2. **Kitchen Assistants**

Our cooks will only be successful with the help of kitchen assistants. Kitchen assistants assist the cook in all areas of the kitchen including serving and post-supper clean up.

3. **Music Librarian**

The music librarian position is vital to the music ministry. This person will input all musical score information in the computer and be responsible for the upkeep of the music library. The music librarian will be responsible for collecting, distributing, and refiling of all music to the choirs. This position is ideal for one who is already participating as a chorister in the music ministry.

4. **Office Assistants**

Assist with office work on a fairly consistent basis or be on call for special projects throughout the year; perhaps 2-4 hours per week or bi-weekly. Office assistants will work with our music library, steaming our liturgical attire, and assisting in projects as needed.

5. **Event Assistant**

Help at performance events by taking attendance, supervising youth members, distributing and collecting music, collecting forms for the office, etc.

6. **Concert Usher**

Help greet and seat audience, staff the box office, and clean-up at our self-produced concerts.

7. **Grants & Fundraiser Committee Member**

Assist in planning and coordinate fundraising events including Spirit wear Sales: All Year Long; and other fundraisers as scheduled. For those with experience, also assist in identifying prospective grant opportunities to further develop the Music Ministry.

8. **Food**

Provide for refreshments for weekly snacks for youth choristers and setup/cleanup for visiting choir dinners and other events.

9. **Photographer/Videographer**

Take photographs/video footage at Music Ministry events and rehearsals as assigned and share photos with the Parish.

THE MUSIC MINISTRY TOUR EXPERIENCE

Why We Tour

Touring is an integral part of the choral experience. It offers members a special opportunity to perform throughout the nation and in some cases, the world, while engaging upon educational programming and cultural experiences.

Touring is an important auxiliary to the Music Ministry's programming, both financially and logistically. It is included as an outstanding way to provide choristers with powerful and memorable musical, cultural and interpersonal experiences. It is an opportunity which heightens each musician's understanding of himself/herself, of music and of one's relationship to others. It allows members a chance to perform for a wide variety of audiences in a wide variety of venues. It provides cultural experiences and growth opportunities which cannot be achieved at home.

The Music Ministry's touring experience includes a balance of activities which focus on liturgies, concerts, demonstrations, workshops, and musical exchanges with other choral ensembles as well as sight-seeing activities and relaxation time.

Travel and performance venues identified as rewarding touring opportunities will lead to travel plans organized by the Director of Music.

Touring Program

1. Collaborations with other youth choirs and participation in children's choral festivals.
2. Performance Tours featuring educational and cultural advancement opportunities

Location	Number of days	Transportation	Meals	Lodging	Chaperones
Local, State, and National	3-8	Charter Bus, Airplane, or Cruise Boat	All meals included	Hotel	Parent chaperons will be available for youth choristers on tour.

Fundraising

Each year, the Music Ministry offers a wide variety of fundraising opportunities—some to help offset the cost of programming and others to reduce the cost of choir tours. All fundraising is optional. Music Ministry members are highly encouraged to participate to assist in making our programming and touring experiences accessible to all.

**THE REMAINING PORTION OF THIS HANDBOOK IS FOR
PARENTS AND STUDENTS OF THE
YOUTH CHORISTER TRAINING PROGRAM**

YOUTH CHORISTER TRAINING PROGRAM

The Youth Chorister Training Program is a unique and advanced level vocal music education program for students in grades 3-8. In this program, students receive a thorough training in the fundamentals of music theory, sight-reading, vocal production, repertoire analysis, and leadership skills. Choristers also participate within a small, select group of peers who are committed to the same goal. They sing great works of art and receive opportunities to participate in tours, retreats, concerts, and recordings. The skills that choristers develop last a lifetime and foster growth in other areas of life at a young age: leadership; commitment; focus; attention to detail; patience; teamwork; and love of service.

First-Year Students - Novice Choristers

First-year students, or Novice Choristers, are beginner level students who are seeking membership within the St. Dominic Savio Boychoir or St. Cecilia Girlchoir. These students are given the skills and education that they will need in order to prepare them for an audition for the Boychoir or Girlchoir. Novice Choristers are not full members of the St. Dominic Savio Boychoir or St. Cecilia Girlchoir until they are formally inducted by the Pastor upon recommendation by the director of music and successful completion of the first semester of study within the Youth Chorister Training Program. Novice Choristers will sing once per month with the members of the Girlchoir or Boychoir. These students are only required to complete at least one semester of training before receiving the opportunity to audition for the St. Cecilia Girlchoir or St. Dominic Savio Boychoir. Students needing additional training may be required to complete an additional semester as a novice chorister before being allowed to audition for the Boychoir or Girlchoir. Semesters of training are offered twice per year, in the fall and in the spring.

Semester 1 - September - Christ the King

Semester 2 - January - Easter

Curriculum

The Youth Chorister Training Program utilizes a curriculum which is designed by the Royal School of Church Music and is utilized by choirs throughout the world. This program is specifically designed for youth choirs who service within a liturgical capacity. As an all-inclusive vocal music education program, the *VOICE FOR LIFE* curriculum has five levels. The St. Maria Goretti Music Ministry utilizes a combination of three levels which are colored coated: White, Light Blue, and Dark Blue. Within each level are four distinct learning modules which include: Module A: Learning the Voice Well, Module B: Musical Skills and Understanding, Module C: Repertoire and Module D: Belonging to the Choir. Each module contains learning targets.

White Level

This beginning level course is normally completed in the first 1-2 years of the Youth Chorister Training Program. Students in the white level learn the basics of music theory, vocal production and sight-reading. The coursework will give choristers the skills they need to contribute to the choir and give new singers a structure through which they can learn about life in the choral program. Students begin this level as members of the Novice Choristers and complete the White Level in their first or second year of membership in the St. Cecilia Girlchoir or St. Dominic Savio Boychoir. At the completion of the White Level, the Director of Music and the chorister's family discuss the chorister's progress and mutually determine if the chorister will advance to the next stage of the program.

Light Blue Level

Students in the light blue level are typically in their 2nd or 3rd year in the Chorister Training Program and choristers who have completed their first year as installed as members of the St. Cecilia Girlchoir or St. Dominic Savio Boychoir. They participate fully in rehearsals and in leading the liturgy at the parish. Students in the light blue level not only rapidly build their experience by singing for parish liturgies but they also continue to strengthen and integrate their knowledge of advanced music theory through regular instruction.

Dark Blue Level

Students in the dark blue level are typically choristers in their 3rd or 4th year in the Chorister Training Program who have also completed the Light Blue level coursework. These students, from both the St. Dominic Savio Boychoir and St. Cecilia Girlchoir, combine for major concerts and special liturgies, as well as for tours.

	Module A: Using the Voice Well	Module B: Musical Skills & Understanding	Module C: Repertoire	Module D: Belonging to the Choir
White Level	<ul style="list-style-type: none"> • Understanding the need for regular practice • Following the conductor • Breath Management / Singing with Even Tone • Singing octave: ascending & descending • Diction • Group Vocal Technique 	<ul style="list-style-type: none"> • Identification of their part in a score • Identification of bar lines • Understanding common music symbols • Match pitch of not played on piano • Sing ascending and descending a major and minor scale on solfege 	<ul style="list-style-type: none"> • Identification of composer • Basic Text Analysis • Make simple observations about the mood of the piece • Make simple observations about the meaning of the text 	<ul style="list-style-type: none"> • Attend rehearsals regularly and punctually • Make a positive contribution to the choir • Meet all disciplinary targets assigned by choir trainer. • Being Focused and cooperative during rehearsals and concerts
White Level <i>(continued)</i>	<ul style="list-style-type: none"> • Sing with clear diction, projection, even tone, and continuity between the notes of a phrase 	<ul style="list-style-type: none"> • Identification of which two notes is higher or lower in pitch • Sing back a simple one-bar melody with a five-note range • Clap in time to a familiar song • Pitch Names • Basic note/rest values • Concept of scales & pattern of diatonic scale • Accidentals • Key signatures C, F, & G Major • Concept of measures & simple time signatures • Basic dynamic markings • Melodic and Rhythmic Memory • Meter Identification • Sight-read simple rhythm • Sight-read a simple melody 		<ul style="list-style-type: none"> • Understand that Choir is a team

<p>Light Blue Level</p>	<ul style="list-style-type: none"> • All White Level • Control Dynamics • Appropriateness of where to breath in music • Singing with Resonance • Clear diction and vowels • Sing short song, a cappella while maintaining good intonation 	<ul style="list-style-type: none"> • All White Level • Sixteenth Notes & Dotted Notes • Minor Scales: Natural, Harmonic, and Melodic • Concept of Relative Minor key • Key Signatures Up to 3 Sharps / Flats • Characteristics/Names of Basic Intervals: Unison, octave, major/minor 3rds, perfect 4ths and 5ths. • Performance Directions • Identification of Triad as Major or Minor • Looking at two bars of music: Name Key, pitch of first note, after hearing first chord- sing first note. • Identify rhythmic pulse • Sight-read rhythm • Sight-read a melody with dotted values and leaps of 3rds, 4ths, 5ths. 	<ul style="list-style-type: none"> • All White Level • Explain mean of text • Undertake simple musical analysis • Find biographical information on composer • Describe context of piece 	<ul style="list-style-type: none"> • All White Level • Assist less experience singers in choir. • Meet all disciplinary targets assigned by the choir trainer.
<p>Dark Blue Level</p>	<ul style="list-style-type: none"> • All Light Blue Level • Mechanics of Breathing including stagger breathing practice & concept • Advanced mechanics of sound production • Accessing different vocal registers • Vowel Modification • Further develop range and resonance • Sing accurately and musical a short prepared solo 	<ul style="list-style-type: none"> • All Light Blue Level • Identify pitch names of treble and bass clefs and ledger lines • Time values of notes/rests • Key signatures up to five sharps/flats, major and minor • Compound meter • Characteristics/Names of major/minor/perfect intervals up to one octave & sing them. • Basic analysis of music composition. • Sight-sing a simple song demonstrating dynamics, phrasing, expression, pitch and rhythmic accuracy. 	<ul style="list-style-type: none"> • All Light Blue Level • Identify author and dates of text • Source of Text • Discuss relationship between music/text/mood using musical analysis • Identify why the piece was composed. 	<ul style="list-style-type: none"> • All Light Blue Level • Lead others by example with attendance, singing, behavior. • Understand difference between solo and choral singing • Meet all disciplinary targets assigned by the choir trainer. • Understand appropriate forms of communication, table manners, and appropriate manners • Respect for all student leaders • Successfully accomplish all job tasks assigned by head choristers.

ASSESSMENT

The Director of Music will evaluate the quality of their choirs' singing in both rehearsals and performance. Through consistent evaluation and critique, both director and singers discuss the quality of their performance by analyzing their tone, intonation, balance, technique, interpretation, musical effect, diction, and general stage presence. They also analyze whether the performance demonstrates the historical context and style of the piece.

Singers are assessed on their musical skills during rehearsals and performances. All children are also given written assessments to assess their understanding of music literacy and theory. Parents will be given a progress report twice per year that will disclose information assessing their child's growth and participation in the Choir program. Parents will also be given a bi-annual choir report card from the director that will give information on how their specific choir is performing.

In addition to the music curriculum, all singers are assessed on their confidence, social skills and ability to work as a team during rehearsals, liturgies, performance, and social activities. Signs that children and youth are fully engaged include good posture while singing, confident singing, watching the conductor, class participation, energy, body language, and facial expressions. Professional, age-appropriate behavior is expected of our singers at all times to uphold our outstanding reputation in the community. The Music Ministry prides itself on artistic excellence while providing music for a truly worshipful experience. We foster life-long values including one's faith in God and the Church, pursuit of excellence; self-discipline and teamwork, self-expression and self-confidence; and a greater understanding of oneself, the world and its people.

PICK-UP AND DROP-OFF POLICIES

Please be on time when bringing your singer to and picking your singer up from music ministry events or liturgies. Plan to arrive at all events 15 minutes early so there is time to check in and be ready to sing **PRIOR** to the announced start time. Students, ages 12 and younger, should be walked to and from one's vehicle to the event site by a parent/guardian. This is so that we may work together to ensure the safety of your student. Students, however, may simply be dropped off if dropped off in the circle in front of the Parish. This is the only exception to this policy.

Transportation to and from events is the individual responsibility of the parent(s)/guardian(s), as are car pools, etc. Choir members are not supervised outside of posted event times. Members should **NOT** arrive more than 15 minutes prior to a call time and should be picked up promptly at the stated pick up time.

Singers in all choirs are not permitted to wait outside or in parking lots for their ride.

PERFORMANCE CONTRACTS AND PERMISSION SLIPS FOR YOUTH MEMBERS

Parents: Please reply by email to all permission slips, on time, even when you cannot participate. In order for the Music Ministry to provide for your child's logistical safety and needs, we must hear from you. Your promptness makes an enormous difference to those planning an event.

Permission slips and performance contracts are to be:

- Carefully read
- Printed for your use at home
- Replied to by email or returned to the rehearsal assistant
 - No later than the date specified (the earlier the better)
 - Even if the member is unable to participate in the event. (We need a response from you!)

Please take responsibility for information contained on permission slips. All permission slips can be found on the Music Ministry webpage on the parish website, www.stmariagoretti.org. If you have questions, please check the slip first (before calling the Music Ministry office).

FAMILY PARTICIPATION

Full development of each child's potential is possible only through the regular and active involvement of the family. **Family participation and cooperation is essential to the quality of the learning experience for the child.** Each choir family is expected to contribute time to volunteer and assist the Music Ministry over the course of the year.

Parent Expectations

1. Attend all liturgies/performances in which your child participates.

2. Read newsletters which are sent via email. If you don't have access to email, it is the parent's responsibility to request a hard copy from the Director.
3. Attend an occasional open rehearsal each season to better understand the process of music learning in a choral context, and to observe your own child's experience.
4. Honor the closed rehearsal policy which states that all dress rehearsals are closed to audience.
5. Encourage and monitor home practice and assist when necessary.
6. Check email frequently AND check your choir member's folder! Both choir members and parents are responsible for communications. Staying on top of this information is critical to the wellbeing of choir members and the Music Ministry itself as well as its administrative staff!
7. Reply to all requested forms and permission slips on time.
8. **Volunteer your time** and expertise to assist in one or more of the committees described on the Family Participation Form and/or chaperone.
9. Support the Ministry's critical fundraising efforts. Please participate in our fundraising activities!

TUITION & FEES

Tuition covers approximately 39% of a chorister's expense in the Youth Chorister Training Program and is necessary to ensure the quality of the program. Fees pay for approximately 34 weeks of high caliber musical instruction and vocal training per season, choir activities and materials including music and folder, supplies, mailings, notices, rehearsal assistants, conductor, accompanist and staff.

Tuition rates are approved by Parish administration annually. Parents are asked to follow one of the suggested tuition plans or call the music ministry office to make special arrangements. Payments may be made with cash, check, or credit card. *(Credit cards will be subject to a 3.5% fee.)*

2021-2022 Season Annual Tuition:	\$450
Sibling Tuition Discount	10% off for each sibling <i>(10% off first sibling, 20% off second sibling, etc.)</i>
*Enrollment Fee (one-time):	\$30
*Uniform Fee (one-time):	\$100

**These fees are "one-time" fees and will only be charged in the first year of each student's membership within the Youth Chorister Training Program.*

Late Payment Policy and Fees

The Youth Chorister Training Program is funded by tuition, fundraising, donations, and grants with tuition covering approximately 39% of the total cost per child. As a non-profit organization with the aim of providing the best choral training experience possible, it is important that payments be made on time to ensure a consistent, positive experience for all choristers.

- Payments received more than 30 days after their date due will incur a \$25 late fee. This applies to all monies due including payments for tuition, uniform, tours, retreats, and camp fees.
- Accounts late more than 30 days may be given a one-time opportunity for a special payment plan as long as a portion of the payment is put on a credit card immediately. If payments are made on time in accordance with this plan, the singer will be allowed to continue participating in rehearsals and events. Any further late payments may result in cancellation of the special payment plan and the singer's removal from the program. Any remaining balance of tuition and fees will be due and payable in full at the time of termination.
- If payment on an account is late more than 45 days and no special payment plan is in effect, the singer will be removed from the program. Any remaining balance of tuition and fees will be due and payable in full at the time of termination.
- More than one late payment in a year may result in a requirement that the family submit payments in advance.
- Failure to pay any required balance due in all circumstances will result in the account on file being charged and/or collection efforts pursued.
- There will be a \$30 fee charged for each check that is returned by the bank for insufficient funds. All future payments must be paid by money order, certified check or cash.

RESIGNATION

Families not intending to complete a season for any reason must talk personally with the director of music as well as give notice in writing to the music ministry office. Music and folder must be returned to the rehearsal assistant or MCC office immediately.

WITHDRAWAL, TERMINATION, & REFUND POLICY

In order to terminate a student's enrollment in the Youth Chorister Training Program, a student's parent/guardian must complete the Membership Withdrawal Form (accessible on the Parish website under *Music Ministry*, and available upon request from the music ministry office via email at music@stmariagoretti.org. (For purposes of this policy, enrollment is established when all required, completed paperwork and a tuition payment plan is received by the music ministry office.) Any remaining balance of tuition and fees will be due and payable in full at the time of termination.

There are three situations in which the student's parent/guardian may be eligible to receive a prorated refund upon withdrawing from the Youth Chorister Training Program (the Program). Even in the three situations (listed below), the Parish will not refund the \$30 nonrefundable enrollment fee (if applicable) and the nonrefundable \$50 portion of tuition.

The three situations in which a student's parent/guardian may be eligible for a prorated refund are as follows:

1. The student's parent/guardian provides the completed Membership Withdrawal form to the office by June 30 of the season prior to that for which is student's parent/guardian is paying, or, if later, through the 14th day after enrollment of the student in the Program. In this situation, the Parish will refund any amounts paid in excess of the \$30 nonrefundable enrollment fee (if applicable) and the nonrefundable \$50 portion of tuition within 30 days of its receipt of the completed Membership Withdrawal form.
2. The student's parent/guardian provides the music ministry office written documentation from a health care professional of a health condition that prevents the student's continued participation in the Choir, along with the completed Membership Withdrawal form. In this situation, the Choir will refund a prorated amount (based on the number of remaining rehearsals in the season) of the amount paid in excess of the \$30 enrollment fee (if applicable) and nonrefundable \$50 portion of tuition within 30 days of its receipt of the completed Membership Withdrawal form and documentation of a health condition.
3. The student and his/her parent/guardian move outside of the Madison area provides written notice of this to the music ministry office, along with the completed Membership Withdrawal form. In this situation, the Parish will refund a prorated amount (based on the number of remaining regular rehearsals in the season) of the amount paid in excess of the \$30 enrollment fee (if applicable) and the nonrefundable \$50 portion of tuition within 30 days of its receipt of the completed Membership Withdrawal form and documentation of the move.

In all three situations listed above, if the prorated amount of tuition calculated results in additional amounts due to the Parish by the student's parent/guardian, the additional amount will be due and payable in full at the time of termination.

If, in the rare circumstance, the director of music or pastor must terminate enrollment of a student for any one or more of the reasons provided in the Choir Handbook, the student's parent/guardian will not be eligible to receive a refund of any tuition or fees paid, and any remaining balance of tuition and fees will be due and payable in full at the time of termination. Failure to pay any required balance due in all circumstances will result in the account on file being charged and/or collection efforts pursued.

If at any time the student's parent/guardian's contact or account information changes, the student's parent/guardian must contact the music ministry office via email at music@stmariagoretti.org or by calling the music ministry office at 608-268-2976.

QUESTIONS

The Director of Music maintains regular office hours and is happy to assist members and answer questions that you may have. Please know that every effort will be made to respond to your correspondence as soon as possible. All correspondences will be answered within 48 hours unless otherwise noted via automated response on email and/or voicemail. Questions, concerns, or suggestions regarding the music ministry may also be discussed with the Director in person. Appointments with the Director of Music are made by calling the Music Ministry office at 608-268-2976 or by emailing music@stmariagoretti.org.