



NORTHWEST COMMUNITY GOSPEL CHORUS: POLICIES & PROCEDURES

WHO WE ARE

Northwest Community Gospel Chorus is a unique and diverse group of singers with varied musical expertise. We are committed to using our God-given gifts to bring our audiences a message of faith, hope, love, and joy through Gospel music performances.

CHORUS MEMBERSHIP

- All prospective Northwest Community Gospel Chorus members, including members returning from a leave of absence, must participate in an audition with the Choral Director, Oregon Symphony Representative, and Chorus Manager.
- All members, except those who have held solo positions with the chorus or served as a chorus Section Leader, will be required to re-audition every three years as a requirement of continued membership. The Choral Director will inform any returning members if it is time for them to re-audition.
- All members are expected to commit to the Chorus season and abide by all policies and procedures outlined here. Members will need to sign off on NWCGC policies and procedures before participation.
- Inappropriate conduct, chronic tardiness, absences, abusive behavior, or actions that affect other Chorus members' experiences and distract from the overall musical performance is unacceptable. Members engaging in such behavior will be asked to participate in a meeting with the Chorus Administration (Choral Director, Oregon Symphony Representative, and Chorus Manager). Continued said behavior may result in dismissal from Chorus participation.

CHORUS HONORARIUM

- Chorus members are paid an honorarium of \$400, plus \$50 in concert parking reimbursement.
 - Chorus members who serve as a Section Leader are paid an additional \$300.
 - Chorus members who are selected to perform solo(s) are paid an additional \$200.
- Honorarium checks are distributed on the Saturday after the final performance at a post-season reception. If you are not able to attend, your check will be mailed.

ATTENDANCE

- All NWCGC Rehearsals and Concerts are **mandatory** for participation. In the case of emergency, **one (1)** rehearsal absence from our short season is permitted. Understandably, emergencies may and can arise; but if you foresee an attendance conflict, please reach out to Chorus Administration to discuss it as soon as possible.
- If a rehearsal absence does occur, attendance at a sectional following that absence is required.

TARDINESS

- Being late for rehearsal is unacceptable. Being tardy **three (3)** times will result in the equivalent of one absence.



REHEARSALS

- Chorus rehearsals begin on time as outlined in the rehearsal schedule and at the designated location(s). Chorus members will receive advance notification of any schedule changes. Please arrive at least 10 to 15 minutes before rehearsal begins for attendance and additional Chorus business.
- The rehearsal/concert schedule is distributed prior to the start of the current season. Additional copies of rehearsal/concert schedules are available from the Chorus Manager.
- Due to the need for focus and intentionality, as well as security issues, all rehearsals are closed. Permission from the Choral Director and Oregon Symphony Representative is needed before guests can attend a rehearsal.
- Unaccompanied children/minors are not allowed in the rehearsal space during rehearsals.
- Cell phones **MUST** be turned off or on silent/Do Not Disturb during rehearsals and concerts.
- All questions during rehearsal should be directed to your Section Leader, who will bring questions to the Choral Director. Other questions should go to the Chorus Manager before or after rehearsals.
- Please refrain from side conversations and shout-outs during rehearsal; they are considered disruptive.

SECTIONALS

- Sectionals are a valuable tool offered to all vocal sections. They are organized and conducted by the Section Leaders.
- Sectionals are voluntary and an opportunity to work on specifics in the music.

MUSIC AND REHEARSAL CDS

- Sheet music and the rehearsal CD are available at the first rehearsal. A PDF download of the sheet music will be available, as well as digital versions of the music for listening/practicing. To purchase a rehearsal CD, submit a \$5 check to Chorus Administration made out to “Oregon Symphony” memo: NWCGC CD

CONCERT ATTIRE AND ACCESSORIES

- Concert attire is the current choir robe. **All visible clothing under choir robe should be black.**
- If you have a robe from a past season, you may continue using the same robe and do not need to purchase a new one.
- To purchase a new choir robe, see this chart for sizing (<https://www.orsymphony.org/globalassets/media/education/2425/choir-robe-size-chart.pdf>). Submit your request for a new robe to Choir Administration before the start of the season, with a \$100 check made out to “Oregon Symphony” memo: GC-Robe, your name, and size.
- Jewelry and Accessories: Wear only non-reflective, discrete jewelry and accessories.

USE OF FRAGRANCE AND PERSONAL HYGIENE

- Fragrant products can cause allergic reactions and prove damaging to the vocal cords. Therefore, please refrain from any fragrances in the form of perfume/cologne, hair sprays, scented lotions/creams, etc., at any rehearsal or performance, and consider unscented deodorants.