



One Choir 🎵 One Sound

Woodbridge
Community
CHOIR

Handbook Spring 2010



Welcome To The Woodbridge Community Choir!

The Woodbridge Community Choir was established in June of 1966, under the directorship of Erotida P. (Lillian) Gaskill, by seven church choirs in Woodbridge. The purpose of the group was to foster better community relations by presenting a joint Christmas concert. The first rehearsal was held September 26, 1966 at Covenant Presbyterian Church. The first concert was held on December 11, 1966 at Our Lady of Angels Catholic Church, Woodbridge, Virginia.

The Woodbridge Community Choir now has two concert seasons each year.

- The *Spring concert* season begins rehearsals the last Monday night in January. The Spring 2010 concerts are currently scheduled for **Saturday, May 1, 2010 at 8:00 p.m.** and **Sunday, May 2, 2010 at 3:00 p.m.**
- The *Christmas concert* season begins rehearsals the last Monday night in August. Christmas 2009 concerts are currently scheduled for **Saturday, December 4, 2010 at 8:00 p.m.** and **Sunday, December 5, 2010 at 3:00 p.m.**

Other performances may be scheduled by the Board of Directors.

Membership in the choir is open to any individual regardless of race, creed, religion, handicap, sex or national origin. The only requirements for membership are a desire to sing and a willingness to abide by such rules as set forth by the Board of Directors.

In addition to singing there are on-going opportunities for accompanists, musical directors, assistant musical directors, instrumentalists and technical support.

Support to the Woodbridge Community Choir has been provided by the Prince William County Arts Council, a division of the Prince William County Park Authority, for all activities conducted by the Woodbridge Community Choir.

CHOIR POLICIES:

MEMBERSHIP

1. Registration is held the first Monday of the concert season. Late registration is held the following two Mondays. After the third Monday, membership will be considered by the Musical Director on a case by case basis.
1. A \$30.00 Registration fee per person (\$60.00 family maximum) for each Concert Season (Spring or Christmas) is to be paid no later than the third rehearsal.
1. All registration fees are non-refundable.
1. Music remains the property of the Woodbridge Community Choir, Inc. until after the final performance, at which time members are permitted to keep some music selections. Music cannot be taken home until the registration fee has been paid for that concert season.

REGULAR REHEARSALS

Monday Nights: 7:30 P.M. - 9:45 P.M.

- 7:15 P.M. - Registration/fellowship
- 7:30 P.M. - Rehearsal begins (including warm-up)
- 9:45 P.M. - Dismissal

ATTENDANCE

1. All members must check in upon arrival each week.
1. Attendance is expected at every rehearsal. Excessive absences (more than 3) must be discussed with the Musical Director.
1. One (1) on-site rehearsal per performance site is usually held preceding the concerts. The times may vary from the regular rehearsal schedule. Attendance is required. Concert dress is not required.
1. **No rehearsal will be held if Prince William County (PWC) GOVERNMENT is closed due to inclement weather.** PWC closings are announced on local television/radio and can be verified by calling PWC Info at 703-792-4636 or by visiting the Prince William County website at [//www.co.prince-william.va.us/](http://www.co.prince-william.va.us/).

MUSIC POLICIES

We attempt to have sufficient music available at the first rehearsal. Fluctuating membership may interfere with our plans. Please be patient as we sort out details. Pre-registered members will be given priority in receiving music at the first rehearsal.

For ease of handling and professional concert presentation, all music must be placed in a three-ring binder. Binders will be provided ONE TIME ONLY. Replacement binders will be available at cost. Binders must be used for the concerts.

CONCERT PARTICIPATION

Members of the choir are expected to sing regularly scheduled concerts each season. If a member cannot participate in all of these concerts, that member may not audition/participate as a soloist or in a special group.

REQUIRED ATTIRE FOR CONCERTS

Women: Floor length, long-sleeved black dresses in the styles approved by the Board, black shoes and black hosiery.

Men: Long sleeved white flat pleat tuxedo shirt with black bow tie, black vest, black dress slacks, black shoes and black socks.

Any changes to required attire will be decided by the Board of Directors.

PLEASE NOTE: There is a change to the required attire for the Spring 2010 concert season. The required attire will be as follows:

MEN & WOMEN: Full length black slacks/trousers (no jeans or leggings). Solid, bright "jewel" color shirts or blouses with sleeves. Black shoes and hosiery.

A rehearsal in concert attire may be scheduled.

Since we portray ourselves as a group and want to present as uniform a picture as possible we ask that everyone wear the required attire. If you have any questions or are concerned about the cost of the required attire please contact Nona Duvall, Membership Management Chairman, immediately. Without the required attire you may

not participate in the concerts.

OTHER ASSISTANCE

Opportunities for instrumentalists are available for the concert season. Please contact the musical director if you or someone you know would be interested in supporting the choir in this manner.

Board of Directors

The Board of Directors consists of several categories of members:

Board Officer

All members of the Board of Directors must hold at least one office. Each member has one (1) vote. Board members are expected to attend all meetings of the Board of Directors. All office terms run from July 1st to June 30th. Any interested individual desiring to join may apply by completing the Board Member Application Form, ATTACHMENT B, and submitting it to the Board of Directors for consideration. Please contact a Board Member to answer any questions you may have. *(If elected you will need to provide a resume for inclusion in our grant application package.)*

Board Officer (Elected)

May include Chairman of the Board, Vice Chairman of the Board, Production Chairman, Publications Chairman, Marketing/Publicity Chairman, Fund Raising Chairman, Secretary, Treasurer, Parliamentarian/Historian, Grants Coordinator, Membership Management Chairman, and Special Events/Conference Chairman.

Board Officer (Non-Elected)

Musical Directors as selected for a term of one (1) season at the February Board Meeting one year in advance of the Spring Season and at the September Board Meeting one year in advance of the Christmas Season. Their term of office coincides with the fiscal year in which they are directing.

Board Member Emeritus

An honorary, non-voting member who has completed 10 years of continuous Board service or 15 years of non-consecutive service.

Advisory Board Member

An honorary, non-voting member with professional expertise or community affiliations in areas which may benefit the choir (i.e. attorney, CPA, artist, etc...)

BOARD OFFICERS

Chairman of the Board - Bill Lake

Responsible for the overall operation of the choir.

Vice Chairman of the Board - Lynne Pazuros

Assumes the duties of the Chairman of the Board in his/her absence. Chairman of the Nominating Committee.

Production Chairman – Terilee Hanshaw

Responsible for all phases of concert production including staging, moving of risers, rehearsal and performance facilities, arranging for sound, recording, lighting, etc.

Publications Chairman – Bill Lake

Responsible for creating all printed material, in a consistent format to encourage “branding” of the choir, including programs, flyers, brochures, newsletters, etc.

Marketing/Publicity Chairman – Lynne Pazuros

Develops and implements a public relations program including press releases and advertising. Represents the choir at Prince William County Arts Council meetings.

Fund Raising Chairman – Vicki Bayer

Develops a plan to acquire corporate sponsors, patrons and advertising revenue. Recommends and implements fund raising projects for choir involvement.

Secretary - Toni Brzyski

Keeps minutes of all meetings of the Board of Directors. Maintains records and handles correspondence. Oversees maintenance and development of choir website.

Treasurer – Bill Hadden

Prepares budget. Keeps financial records and maintains checking account and other financial instruments. Furnishes financial statements. Collects registration fees.

Parliamentarian/Historian – Jackie Topolski

Knows Robert's Rules of Order and implements them at Board meetings. Compiles newspaper articles, programs, advertising, photos, concert recordings, etc. for historical purposes.

Grants Coordinator - Ria Barrows

Researches potential funding opportunities from foundations and corporations as well as local, state and federal sources and submits applications for funding.

Membership Management Chairman – Nona Duvall

Takes attendance and maintains rehearsal attendance records. Distributes music.

Coordinates the measuring, ordering, and distribution of concert attire.

Special Events/Conference Chairman – Lillian Koenig

Organizes events to promote fellowship including choir socials. Researches, coordinates, and plans tours, special events, workshops and conferences.

Musical Director Spring 2010 - Lee Irwin Culbreth

Musical Director Christmas 2010 – Deb Unger



ATTACHMENT B

WOODBIDGE COMMUNITY CHOIR BOARD MEMBERSHIP APPLICATION

Please submit your application to a member of the Board of Directors

Name _____

Address _____

Telephone (home) _____ (office) _____

E-Mail (home) _____ (office) _____

Occupation _____

Why do you wish to become a board member?

What do you hope to accomplish on the board?

What special qualifications would you bring to the board?

Following is a list of elected offices on the Woodbridge Community Choir Board of Directors. Please circle the position(s) for which you would like to be nominated.

Chairman of the Board	Special Events/Conference Chairman	Treasurer
Vice Chairman of the Board	Marketing/Publicity Chairman	Secretary
Publications Chairman	Grants Coordinator	
Fund Raising Chairman	Parliamentarian/Historian	
Production Chairman	Membership Management Chairman	

Signature of Applicant _____

Date _____