

CANTARE CHORALE MEMBERSHIP HANDBOOK

Mission Statement

The Cantare Chorale is dedicated to providing a fun, supportive, and creative outlet for adults interested in pursuing a high-quality, non-professional, choral singing experience.

About Cantare Chorale

The Cantare Chorale, under the direction of Lani Knudtson, is a Milwaukee based community choir. The chorus was formed in 1980 by a group of South Milwaukee High School choir alumni who wanted to continue singing in a public setting. From a primarily south side membership, Cantare Chorale today has singers from all parts of the Milwaukee metro area. The group presents a winter and spring concert, with additional performances scheduled as opportunities arise. Having performed at various locations including the Performing Arts Center and the Scottish Rite Cathedral, the current venue for Cantare Chorale is the Cousins Center on South Superior Avenue in Milwaukee for its Christmas Concert and the South Milwaukee PAC for its Spring Concert. Cantare Chorale means "to celebrate with song." True to its founders goals, the group's repertoire includes a variety of music, both sacred and secular.

Basic information about the group can be found at the Cantare Chorale website: <http://cantarechorale.org>. Suggestions for the site may be forwarded to any officer or directly to the webmaster from the website.

Position Descriptions

Director

Conduct all rehearsals and concerts. Assist in the selection of music and provide guidance regarding its appropriateness for the choir's voices and skill level. Assist in the selection of musical guests and work directly with each musical guest to coordinate any joint musical selections and to help coordinate the overall flow of the concert. Work directly with the accompanist to coordinate effective rehearsals and polished performances.

Accompanist

Learn each piece of music and work closely with the director to maximize the effectiveness of each rehearsal and performance. Assist in the selection of music.

President

Conduct all business meetings. Coordinate all information with the director. Work directly with all officers and serve on committees as needed. Keep the group informed of all policies and decisions of the Executive Board and make announcements at rehearsals.

Secretary

Take notes at all Executive Board meetings and general business meetings. Prepare any and all correspondence necessary to maintain the activities of the group. Write updates to summarize Executive Board meetings and keep members informed of scheduled concerts or rehearsal dates, etc. Prepare and maintain listing of members, including addresses, phone numbers, sections and folder number. Prepare and maintain concert notification mailing lists.

Treasurer

Collect dues, keep all financial records, and disburse any necessary fees. Receive any other monies (concert ticket sales, performance fees, or donations), and maintain a bank account. Keep Executive Board advised of financial status at all board meetings. Prepare monthly statement of accounts.

Membership Chair

Keep an attendance chart for rehearsals and performances. Keep director and Executive Board informed about any attendance or tardiness problems. Early arrival at rehearsals is necessary. Receive all absentee notifications from Section Representatives. Welcome new members to the choir. Act as new member liaison by welcoming and introducing the choir and providing information to section reps.

Web Master

Maintain, update, and upgrade the group's web page as per Executive Board directives. Work closely with the President, Secretary, and Public Relations Chair to coordinate the site's content and links.

Public Relations Chair

Coordinate the scheduling booking and promoting of all performances. Secure musical guests for each concert as directed by the president. Coordinate audition announcements and any other related press releases about the group.

Librarian

Maintain the group's music library. Find and provide music from the group's collection upon request of the director and/or the music committee. Mark and file all new music purchased by or donated to the group. Repair or recommend replacement of damaged music.

Wardrobe Mistress/Master

Make sure all members have appropriate concert dress. Inform the board of any wardrobe related needs.

Elections

Nominations for Executive Board offices will be accepted by the second rehearsal in April. Elections will then be held at the third rehearsal in April with the new officers assuming their roles after the Spring concert.

Rehearsal Tips

- Bring a pencil
- Don't chew gum
- Sit up straight
- Breathe properly
- Limit socializing
- Sing out
- Make mistakes
- Make corrections
- Ask questions
- Make pencil notations
- Listen to yourself, your section, the choir
- Record rehearsals for later review
- Review your parts in between rehearsals
- Do whatever it takes to learn, feel, and enjoy the music
- Smile as often as possible

Music Selection

Music for the group is selected through the music committee comprised of the music chair, the director, the accompanist, and interested members. Efforts will be made to have representation from each section and to include all members who express interest in serving. The director will be given extra latitude in the selection of up to half of the music performed, but the will of the group, through the music committee, shall have the final say about keeping or rejecting specific selections.

The music committee, with the guidance of the director and accompanist, will strive to select a balanced portfolio of music that includes both secular and sacred music of a challenging and/or interesting nature. While nothing is specifically excluded from consideration, the music selected should reflect the mission of the group and be neither too complex nor simplistic.

GUIDELINES

Rehearsals

Tuesday evenings from 7:15 to 9:15 P.M. at Adoration Lutheran Church located at 3840 W Edgerton Avenue, Greenfield WI.

Auditions

Informal auditions will be held as part of the first three rehearsals of each session. Interested adults are invited to attend and participate in a regular rehearsal and then meet briefly with the director and president afterwards to evaluate voicing and to have any questions answered. New members will serve a probationary period of four weeks at the end of which they will again meet with the director to review their progress and determine their status.

Dues

\$40.00 per session. \$20.00 is due by the fourth rehearsal with the balance due on or before the tenth rehearsal of each session. A fine of \$5.00 will be added to late payments.

Deposits

There are refundable deposits on music folders (\$5.00) the tuxes (\$15.00) and the dresses (\$25.00). All deposits will be returned upon the return of music, folders, and performance wardrobe. Payment plans can be arranged with the Treasurer, if necessary.

Concert Tickets

Each member is given 10 tickets per concert and is required to sell at least four (4). Ticket proceeds and unsold tickets must be turned into the treasurer before each concert in an envelope clearly marked with the member's name and money/tickets enclosed.

Members are encouraged to use tickets as a way to recruit prospective new members and boost overall attendance. However, members are expected to pay for tickets they give away unless having received prior board approval.

Music

Each choir member will be responsible for an assigned and numbered set of music, and will be assessed for the cost of replacing any missing or excessively damaged music at the end of each season.

Donations

Chorale patrons will be solicited at each concert and through an annual mailing. Donations may be given toward the general operations of the group or for specific purposes such as music acquisitions, rehearsal expenses, wardrobe costs, etc. Members may also be patrons and are welcome to support the group in any way.

Attendance

Promptness is important. Plan to be ready to sing at 7:15.

If you must miss a rehearsal or arrive late, please contact the Membership Chair. Sore throat or laryngitis victims are encouraged to sit in on rehearsals at their own discretion to learn as much as possible without singing. Members with three absences within a season, starting with the 4th rehearsal, will be contacted by the board to discuss their status as an active member.

If you must leave early, please excuse yourself with the director before rehearsal begins.

Consistent attendance is vital to making the most of limited rehearsal time and developing a strong, confident performance.