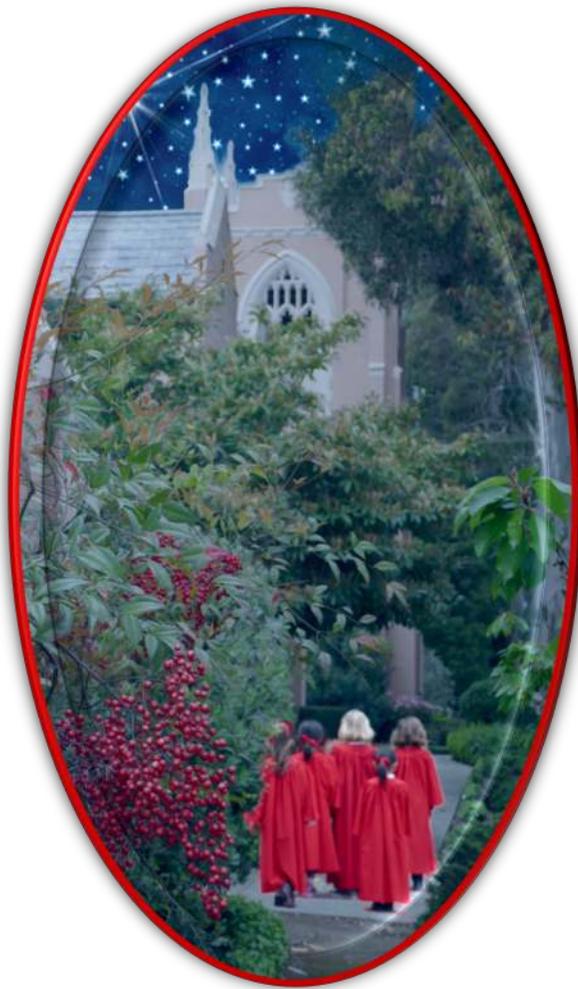


# 2019-20 CHOIR HANDBOOK

*of the* CHOIRS OF ST. PAUL'S BURLINGAME

*including the* ST. PAUL'S CHOIR SCHOOL  
for boys and girls

*founded in 2007*



St. Paul's Episcopal Church  
415 El Camino Real • Burlingame, CA 94010  
[www.facebook.com/MusicatStPaulsBurlingame](https://www.facebook.com/MusicatStPaulsBurlingame)  
[www.stpaulsburlingame.org](http://www.stpaulsburlingame.org)

## **WELCOME TO THE CHOIRS OF ST. PAUL'S EPISCOPAL CHURCH!**

This handbook is intended as a resource to all participating in the choirs, including the families of the St. Paul's Choir School, at St. Paul's Episcopal Church, Burlingame. It provides detailed information about the choirs of St. Paul's and guidelines for participation.

**Membership at St. Paul's is not required to participate in the choirs of St. Paul's.**

## **MOTTO OF THE ROYAL SCHOOL OF CHURCH MUSIC (RSCM)**

*I will sing with the spirit and with the understanding also. ~ I Corinthians 14:15*

## **THE CHORISTER'S PRAYER**

*Bless, O Lord, us thy servants who minister in thy temple;  
Grant that what we sing with our lips, we may believe in our hearts,  
And what we believe in our hearts we may show forth in our lives;  
Through Jesus Christ our Lord. Amen.*

## **A PRAYER FOR CHURCH MUSICIANS AND ARTISTS**

*O God, whom saints and angels delight to worship in heaven:  
Be ever present with your servants who seek through art and music  
to perfect the praises offered by your people on earth;  
and grant to them even now glimpses of your beauty,  
and make them worthy at length to behold it unveiled for evermore; through Jesus Christ our Lord. Amen.*

## **DIRECTOR OF MUSIC**

Dr. Susan Jane Matthews, *Director of Music*

smatthews@stpaulsburlingame.org

Music office at St. Paul's 650.348.4811

415.503.8016 (*cell*)

Days off from St. Paul's: Friday and Saturday

*If you or your child are unable to attend a scheduled event, please notify Dr. Matthews directly via e-mail, written note, or phone as soon as possible.*

*Please never hesitate to contact Dr. Matthews with questions, concerns, or joys.*

# THE CHOIRS OF ST. PAUL'S

**The Chancel Choir (Adults)** The Chancel Choir, a mixed volunteer choir with section leaders, sings a diverse repertoire ranging from chant, Renaissance and Baroque motets to Anglican anthems, African-American Spirituals, and newly composed sacred works. With the Teens of the Choir School, the Chancel Choir enriches the liturgy of the 10am Sunday Holy Eucharist, the Saturday Evensongs, and various additional liturgies including Advent Lessons and Carols, Christmas Eve and the services of Holy Week (mid-September through early June). Individual musicianship training is offered to interested members through a *RSCM for adults* program.

**Rehearsals on Thursdays, 7 - 9pm**

**The Summer Choir** The Summer Choir welcomes all adults, teenagers, and returning Choristers to join the choir in the late summer. Come for one, a few, or every week. The choir rehearses at 9am on Sundays to prepare for the 10am Holy Eucharist.

**The St. Paul's Choir School**, founded in September 2007, offers first-rate vocal training for youth in grades K - 12 in a nurturing Christian environment. Rooted in the excellence of the Anglican musical tradition, the St. Paul's Choir School seeks to develop each child's musicianship to the fullest, and also nurtures invaluable life skills of teamwork, leadership, discipline, and self-confidence. Based in the rigorous and acclaimed Royal School of Church Music (RSCM) chorister training program, the Choir School has served more than 135 children, many on scholarship, and grown to an annual roster of nearly 30 children.

Investing in the future of church music today, the St. Paul's Choir School is dedicated to giving children the training and opportunities that allow them to participate fully as leaders in the ministry of music at St. Paul's. The rehearsal schedule features small group instruction that is at once challenging and fun. For Choristers and Teens, this also includes weekly rehearsal time with the St. Paul's Chancel Choir, an intergenerational experience that allows children and parents to join in singing together the great sacred music of the ages.

## **The St. Paul's Choir School includes:**

- **The St. Cecilia Choir (may include Grades K - 2)** Weekly half-hour rehearsals help children find their natural singing voice and lay the groundwork for a life-long appreciation of music. The St. Cecilia Choir sings at the 10am Sunday Holy Eucharist several times throughout the choir season, and also at the Christmas Pageant, Choir School Concert, Easter Day, and services of Choral Evensong.

**Rehearsals on Tuesdays, 3:30 – 4pm**

- **The St. Nicolas Choir (may include Grades 1 - 8)** Weekly fifty-minute rehearsals prepare singers for entry into the Choristers including further development of vocal skills, ear training and introduction to reading of musical notation. The St. Nicolas Choir sings at the 10am Sunday Holy Eucharist several times throughout the choir season, and also at the Annual Christmas Concert, Pageant, Choir School Concert, Easter Day, and services of Choral Evensong.

**Rehearsals on Tuesdays, 4:05 - 4:55pm**

- **The Choristers (may include Grades 3 - 8)** Through the structured program of the Royal School of Church Music (RSCM) Voice for Life training program, Choristers develop advanced vocal skills, musical understanding (theory and sight-singing), and knowledge of repertoire. The Choristers regularly join in singing soprano with the Chancel Choir and Teens at the Sunday 10am Holy Eucharist, in the Evensong Series, the Annual Christmas Concert, at the Choral Eucharist on Christmas Eve, and also sing at the Choir School Concert. Choristers age 10 or older have the opportunity to attend RSCM summer courses. **Rehearsals on Tuesdays, 5-6:30pm OR Wednesdays, 4-5:30pm. All attend Thursdays: 5:30-6:30pm Rehearsal; 6:30-7pm Dinner; 7-7:30pm Rehearsal with Chancel Choir and Teens.**
- **The Teens (may include Grades 8 – 12 and younger boys whose voices have changed)**  
Teen singers have the opportunity to further mature in their musicianship beyond the scope of the four RSCM ribbons, and to serve as mentors and leaders within the choir, while receiving small-group instruction focused on adapting to the vocal transitions during the teenage years for both boys and girls. Coaching is provided for special projects according to the singer's interests including RSCM award exams, summer courses, solo work, conducting, and composition.  
**Rehearsals on Wednesdays, 5:30 - 6:30pm; 5pm Optional RSCM time**  
**Rehearsals on Thursdays, 7 - 9pm**

## **CHOIR OF ST. PAUL'S**

The Choir of St. Paul's draws together the adults of the Chancel Choir with the Choristers and Teens of the Choir School. This intergenerational choir sings at the weekly 10am Sunday Eucharist, quarterly 5pm Saturday Evensong, Advent Lessons and Carols, the annual Christmas concert, Christmas Eve, and the services of Holy Week and Easter Day. The **Choir of St. Paul's** represented St. Paul's in a week-long residency at Gloucester Cathedral, England in July 2017, also singing concerts at Oxford University Church and Blenheim Palace. In the Bay Area, the Choir of St. Paul's has performed at Grace Cathedral, the Candy Store, the Carolands, on Burlingame Avenue, and in the summer concert series at Stanford University Memorial Church. Since June 2018, they have collaborated annually with the choir of Trinity Cathedral, Portland, Oregon, and will participate in the second annual Three Choirs Festival West in Portland in May 2020 with the Choir of Men and Boys of Grace Cathedral, San Francisco. The repertoire of the Choirs of St. Paul's extends from chant, Renaissance and Baroque motets to Anglican anthems and newly composed sacred works, with a dedication to the music of women composers including composer-in-residence Patricia Van Ness. The choir has recorded two Christmas CDs: *Sweetly singing in the choir* (2014) and *Searching for Stars* (December 2019).

## **THE ROYAL SCHOOL OF CHURCH MUSIC (RSCM) AND VOICE FOR LIFE CHORISTER TRAINING PROGRAM**

Since November 2005, the church of St. Paul's has been affiliated with the Royal School of Church Music (RSCM; [www.rscmamerica.org](http://www.rscmamerica.org)). Founded in England in 1927 by Sir Sydney Nicholson, the RSCM remains dedicated to the highest standards of music in the church. It has grown to become an international and ecumenical organization with more than 11,000 affiliates in North America, United Kingdom, Australia, Canada, New Zealand, South Africa, and throughout Europe.

Two of the main offerings of the RSCM are:

1. VOICE *for* LIFE, an acclaimed structured choral training guide
2. Annual week-long summer training courses for choristers (age 10 and older) in various regional locations. Visit [www.rscmamerica.org](http://www.rscmamerica.org) for course details. Need-based partial or full scholarships are available. All Choir School youth are eligible for a subsidy through the Caraher fund.

The **RSCM VOICE *for* LIFE Chorister Training Program** is structured in four core levels: light blue, dark blue, red, and yellow. Each level represents successive, individual achievements in vocal skills, musical understanding (theory and sight-singing), knowledge of repertoire, commitment to the choir, and special projects that help place the ministry of the choir in the broader context of our worship life. Workbooks and cards with specific targets allow choristers to work through the four levels at an individual pace. Ribbons are awarded throughout the choir season, including at the final Choral Evensong of the season.

In the Choir School, an introductory white level of the RSCM VOICE *for* LIFE Chorister Training Program is begun in the St. Nicolas Choir, and the core levels (light blue through yellow) completed in Choristers. RSCM card time is held during the first half hour of the Tuesday Chorister rehearsal and the final half hour of the Wednesday Chorister rehearsal. **Adults in the Chancel Choir** may also participate in the RSCM VOICE *for* LIFE Chorister Training Program through an independent study program with the Director of Music.

## **RSCM AWARDS**

Work on the ribbons of the Voice for Life Chorister Training program in turn prepares one to take the RSCM formal exams for the bronze, silver, and gold awards. The bronze award may be taken following the completion of the dark blue ribbon, the silver following the red ribbon, and the gold following the yellow ribbon. These exams are offered and most easily taken at the RSCM summer courses where certified RSCM examiners are already present, but also may be taken at St. Paul's under special arrangement. While it is not required, it is strongly encouraged that all Choristers and Teens consider taking these exams. Just as for ribbons, adults may take these exams. Preparation requires a commitment to significant additional time for review beyond the weekly rehearsal schedule, both with the director and at home. The bronze award is worn on a green ribbon. The silver award is worn on a purple ribbon. The gold award is worn on a dark red ribbon. See [www.rscmamerica.org](http://www.rscmamerica.org) for current award requirements.

## **ATTENDANCE POLICIES FOR ALL CHOIRS**

A commitment to the choir requires regular attendance at all scheduled rehearsals, services, concerts and retreats. ***Every*** member of the choir is an important part of the choir ministry team.

**\*\*\* If you or your child are unable to attend a scheduled event, notify the Director of Music directly via e-mail, written note, or phone as soon as possible. \*\*\***

If you must be absent unexpectedly, please still notify a director after the fact. At the discretion of the director, a singer may be asked not to sing for a service due to absence at a rehearsal. **Participation in the choir is expected at the Annual Christmas Concert, Christmas Eve and for Holy Week and Easter Day**, according to a choir's published schedule. All St. Cecilia and St. Nicolas Choir boys and girls have special singing roles in the Christmas Pageant and should not sign up for additional speaking roles. Participation in choir retreats is expected. Attending a portion of a retreat is not acceptable.

**Punctuality. Singers are expected to be on time to all rehearsals and services.** When circumstances require entering a rehearsal late, a child should quietly tell a director the reason upon entering so as not to disrupt rehearsal in progress. When an adult is late for a rehearsal, please give an explanation to the director immediately following rehearsal. Singers should plan to arrive at least ten minutes before a pre-service rehearsal in order to vest for the service and gather music and other items needed. A scheduled rehearsal time means ready to sing at that time: *i.e.* in place with music and vested (as appropriate).

*If you are early you are on time. If you are on time, you are late and will be left behind.* Be respectful of others by following the schedule. We count on one another. In the words of W. H. Auden: *I shall be there.*

## **CHOIR ENTRANCE & LEAVE POLICY / CHOIR SCHOOL PROMOTION**

Entrance into the choirs generally occurs two times each season: in June for the next fall, and in November and December for the spring semester, according to space availability. Before their first rehearsal, all singers are required to meet with the Director of Music for a brief voice introduction. **Promotion within the Choir School is according to a child's individual readiness for the next choir.** Before the May celebration dinner, the Director of Music will discuss fall promotions with parents in the St. Cecilia and St. Nicolas Choirs.

**A healthy spiritual and musical community requires consistent commitment from all of its members.** If a singer needs to take a sabbatical, this should be discussed with the Director of Music and the specific period of time determined. **Sporadic attendance does not benefit the group as a whole.**

## **CHOIR VESTMENTS**

The red robe (St. Nicolas Choir and St. Cecilia Choir) or blue cassock (Choristers, Teens and Chancel Choir) is worn for all rehearsals in the Quire (choir area in church) unless announced otherwise. The white surplice and RSCM ribbons are reserved for services only. Singers in the St. Cecilia and St. Nicolas Choirs, and Probationers in the Choristers wear only a robe / cassock for both rehearsals and services. After completion of the Probationer card and the first 120 Choir School standards (see paragraphs below describing Mentor Program and Choir School Standards), Probationers will be presented with a white surplice during a service in recognition of their new ministry as Choristers.

## **CHOIR DRESS & BEHAVIOR**

It is important that standards of dress and behavior be followed for worship services and concerts so that the choir is seen as a group, and does not attract attention as individuals. **Singers should wear black dress shoes with closed toes.** The following are *not* to be worn by singers for a service: crocs, sneakers, sandals, heelys, open-toe shoes, jeans, colored collars that protrude above vestments. Gum chewing, unnecessary talking and note passing are not allowed. While it is important to drink a lot of water, water bottles should not be used in the church during a service. Jewelry and hair accessories should be discreet, and not distracting. It is preferable that men and boys wear white dress shirts (*tucked in please!*) and dark pants, and women and girls wear dresses, skirts or dark pants.

To build a nurturing and safe community among our intergenerational choir community, all are asked to follow these **General Guiding Philosophies and Practices**, first developed for the 2017 Gloucester Cathedral Residency:

Seek to bring Joy to the world.

Build up one another as a team: *In the choir, we do everything together.*

J.O.Y *Jesus, Others, then Yourself*

Practice random acts of Kindness. Express gratitude. Be humble.

Strive to respect one another, to respect authority, and to respect sacred spaces.

Listen carefully to instructions. Be Flexible.

Accept Responsibility. Be Accountable. Be Polite.

We all make mistakes, and learn through doing so. Take responsibility.

Drama should be in our music only. *Please, no whining and no complaining!*

Represent St. Paul's Burlingame by offering the very best in our music, appearance, and behavior.

Below is an outline of **Dress Guidelines** for concerts and services for the **Choir of St. Paul's** (Chancel Choir, Teens, and Choristers). An asterisk (\*) indicates an item provided by the choir.

## **FORMAL CONCERT DRESS FOR CHOIR OF ST. PAUL'S**

### **Women & Girls**

**\* Choir Royal Blue Dress \***

**\* Choir Patch Pin for Cardigans \***

**\* Hair Ribbon for girls in Choir School with long hair \***

Flat Black Dress Shoes (closed toe) – small wedge or heel ok for adults

Black Crew Neck Cardigan - long sleeve, button down

### **Men & Boys**

**\* Choir Tie \***

**\* Choir Patch Pin for Blazers \***

Navy Blazer

Non-iron White Dress Shirt *Tucked in!*

Dark Gray Pants

Black Belt

Black Socks

Black Dress Shoes

## **VESTMENT DRESS FOR CHOIR OF ST. PAUL'S** *Rehearsals and Services*

**\* Blue Cassock and White Surplice \*** *Only blue cassock is worn for rehearsals in church.*

**\* RSCM Ribbons as applicable \***

**\* Hair Ribbon for girls in Choir School with long hair \***

*Optional:* Academic Hood

Black Dress Shoes & also Dark Socks for men

## **RESPECT FOR SACRED SPACE**

The church is a sacred space, and our behavior at all times in this space should reflect a reverence and dignity appropriate to a sacred space. The instrumental music of the voluntaries, the prelude and postlude, are offered to draw us into the beauty of holiness, and then send us out to the world renewed. It is only in listening that we may allow the transformative power of music to refresh our soul. It is strongly encouraged to listen to the prelude and postlude, and *required* to allow others the opportunity to do so without distraction. The choir community is expected to model this behavior for the rest of the St. Paul's worshipping community.

## **CARE OF FOLDER, HYMNAL, & VESTMENTS**

Before each rehearsal/service, singers should consult the white for instructions, including seating. Teens and Adults should put scores in order as listed before rehearsal, so that no time is lost during rehearsal locating music. While the choir librarians hand out scores, it is the responsibility of each adult singer to make sure they have all music for a given rehearsal or service beforehand.

After each service, it is the responsibility of each singer to hang his or her vestments neatly and to turn in music sung. Music should be placed in the appropriate pile in the choir room. All folders and hymnals should be returned to the singer's assigned cubby. A fee will be charged for lost or damaged folders and music scores. **Do not use your cubby or folder for storage of personal items, including water bottles,** as it makes distribution of scores difficult. Choristers showing responsibility may be asked to assist the choir librarians with music library work. A choir librarian or the director must supervise all library work.

## **SAFE CHURCH GUIDELINES**

In accordance with the national church's guidelines around working with children, St. Paul's requires of all Choir School parents and of all Chancel Choir members that they carefully read and complete the St. Paul's Code of Conduct and Guidelines for Appropriate Affection forms. The rector will lead an annual safe church session required of adult singers. Adults who supervise Choir School children regularly will also be required to complete the *Protecting the Vulnerable* workshop available online through the Diocese of California.

The director will be present by 10 minutes before a scheduled Choir School rehearsal. For a child's safety, do not drop them off earlier, leaving them unsupervised. At the end of a Choir School rehearsal, parents or their designated caregiver should come to the choir room or church to pick up their child. Children will not be allowed to leave rehearsals alone to meet someone in the playground or in the parking lot. At the conclusion of Thursday evening rehearsals, an adult chaperone will escort Choristers to Occidental Street for pick up.

## **OBSERVING CHOIR REHEARSALS**

Families and friends of the choir are welcome to *occasionally* observe rehearsals in the choir room. Please refrain from talking in the choir room during rehearsals and from other distractions to rehearsal, such as bringing younger siblings into the rehearsal room. All Chorister parents are welcome and strongly encouraged to observe the full Thursday rehearsal of Choristers, Teens, and Chancel Choir at 7pm in the church sanctuary.

## **VOLUNTEER EXPECTATIONS FOR THE CHOIR COMMUNITY**

The musical offerings of the St. Paul's Choirs depend upon the continued enthusiastic, generous and committed volunteer work by the individuals and families of the choir community. In addition to the rotas described below, the director and ministry leaders will seek assistance with special roles, *i.e.* librarian work, vestments, chaperones, photography; and events, *i.e.* choir retreats, parties, and fundraisers. Your completion of participation surveys at the beginning of each season helps us to match your interests with the needs of the music ministry. If you are unable to fulfill your time assigned on a rota, make arrangements to exchange directly with another person. Notify the person responsible for coordinating the rota and the Director of Music of the change.

**Thursday Parent Dinner Rotas.** The Thursday 6:30pm choir dinner is an important aspect of the Thursday schedule, foremost nourishing the Choristers before the 7pm rehearsal with the Chancel Choir and Teens, but also nurturing community among the Choristers. Chorister parents receive a rota to take turns in hosting at the Chorister dinner. Teens are welcome to continue to participate.

**Hosting Receptions and Rehearsal Snacks.** Receptions help us to extend our hospitality and gratitude to those attending special music offerings, and give opportunity for all to connect. Rehearsal snacks help sustain singers to offer their very best.

**Chancel Choir and Teens Snack Rota.** A weekly rota including adults and teens is posted online for bringing snacks for the break taken during the Thursday rehearsal (after 8pm) and other extended rehearsals.

**Choir Fundraising.** All members of the choir community are expected to contribute in fundraising efforts critical to the financial support of the music ministry of St. Paul's. Choir School Sponsorships, the annual Christmas Concert, Evensong series collections, and CD sales allow the Choir School to continue to offer training of the youth choirs of St. Paul's with affordable tuition rates and a needs blind admission policy. These donation funds also provide the seed money for special projects, including the Three Choirs Festival West and choir residences/tours.

## DONATIONS TO THE MUSIC FUND

Each choir season, instrumentalists are hired to accompany special music offerings at St. Paul's. Please consider underwriting instrumentalists through a contribution to the Music Fund. A donation of \$350 will underwrite a string player for the All Souls' Requiem or the Christmas Eve Concert and Choral Eucharist. A donation of \$450 will underwrite a brass player for the two services of Easter Day. Smaller donations are gratefully received. All donations will be listed in the service bulletin (unless requested otherwise) and may be made in memory of loved ones or offered in celebration or thanksgiving. Checks should be made payable to the Music Fund.

*The remaining paragraphs of the handbook pertain only to the Choir School:*

### PROBATIONERS & CHORISTER MENTOR PROGRAM

*Choir School only*

In the Choir School, new Choristers begin as Probationers and are paired with a mentor, an experienced Chorister, to guide them through their first year as Choristers. To be promoted from a Probationer to a full member of the Choristers, **120 standards** are required, along with completion of the Probationer card.

### CHOIR SCHOOL PROGRESS REPORTS

*Choir School only*

The director will give progress reports for each singer in the Choir School to parents at the Spring Parent meeting in March. Please never hesitate to contact the director to discuss the progress of your child in the St. Paul's Choir School at any time during the season.

### CHOIR SCHOOL STANDARDS

*Choir School only*

One, two, or three standards may be earned at every rehearsal, service, and concert as outlined below. Rehearsals immediately preceding services are considered part of the service.

<b>3 standards for</b>	<b>DISTINCTION</b>	<i>for outstanding work in every aspect</i>
<b>2 standards for</b>	<b>MERIT</b>	<i>for good work accomplished with a spirit of enthusiasm</i>
<b>1 standard for</b>	<b>ATTENDANCE</b>	<i>but gaps in acceptable participation</i>

0 standards will be earned or deducted for *excused* absences

2 standards will be deducted for each *unexcused* absence (i.e. absent with no notice given)

1 standard will be deducted from standards earned for *arriving late* or *leaving early*

At the director's discretion, additional standards may be awarded for special accomplishments, and attendance at St. Paul's concerts and music forums.

Standards are posted on a chart in the choir room. Choir School singers and their parents are encouraged to check the chart regularly to monitor their progress, and should not hesitate to ask a director why a certain standard was awarded. L = Late (-1); E = Excused Absence (0); A =

Unexcused Absence (-2) Special prizes will be awarded at the end of the season for highest annual standards.

To be awarded a RSCM ribbon, in addition to completing the requirements of a workbook and card at a given level, **Choristers** must earn the following minimum standards:

Light Blue Ribbon	140
Dark Blue Ribbon	160
Red Ribbon	180
Yellow Ribbon	200

These minimum annual standard requirements reflect graded expectations: from earning an average of all two-point standards while working towards the light blue ribbon, to 75% of standards at the three-point level for Choristers working towards the yellow ribbon. At the director's discretion, those completing the workbook and card for a ribbon early in the fall may use standard points from the previous season not already counted for an earlier ribbon to satisfy the requirement.

## SPECIAL NOTES FOR TEENS

*Choir School only*

- Like the rest of their body, Teen's voices are changing. Both girls and boys experience vocal change in the teen years, typically between ages 12 to 16. This is more pronounced in boys whose voices "break" from a high register to a lower register. The timing of these changes is unique to each person (*i.e.* early versus late, fast versus slow). Many teens experience uncertainty in their voices and singing during this transition period, and need to be carefully guided through this period.
- Teens are developing as leaders in the choir. Teens should continue attending Chorister RSCM times if they have not yet completed the four RSCM ribbons, so they may be musical leaders.
- Teens are older than many Choir School participants, but younger than the adults. While they are still part of the Choir School and still involved in active learning, they are also singing more closely with the adults and are transitioning towards adulthood.

*In light of this, goals of the Teen group include:*

- To grow in both individual musicianship and leadership within the choir.
- To enable teens to successfully transition their voices through natural changes with confidence.
- To continue to engage teens as a cohort with each other where they might enjoy the company of their peers as well as those younger and older.
- To encourage expanded musical goals beyond RSCM ribbons.

*Teens will have access to the following:*

- One hour of small-group instruction per week which will occasionally include private coaching, focused on guiding teens through voice transitions.
- RSCM time jointly with the Cantoris Choristers preceding the Teen rehearsal.
- The opportunity to be a mentor to the younger singers of the Choir School and to grow as a leader within the larger choir.
- Opportunities to stretch musically into areas such as more complicated solos, choral conducting, basic composition, *etc.*, based on an individual teen's interests.
- Additional coaching to prepare for award exams and RSCM summer courses.

*Guidance and requirements for Teens:*

- Singers will be invited into the Teen group from Choristers in the fall, typically when they have completed all four ribbons *and* are entering grade 8 or 9. Grade requirements may be waived for boys whose voices are changing.

- Singers will remain in the Teen group through grade 12.
- Teens are weekly required to attend a one-hour rehearsal on Wednesday evening and the two-hour Thursday rehearsal with the Chancel Choir.

## BEHAVIOR GUIDELINES

*Choir School only*

The following are detailed behavior guidelines for being together as a choir; both at St. Paul's and off the church campus, including rehearsals, services, concerts, retreats, recording sessions, tours, meals, parties, and recreational activities. If a child is unable to follow one of these guidelines, their parent or guardian will be contacted to take them home and 5 standards will be deducted for the day. If a child continues to have difficulty following one of the guidelines, the choir director will request a meeting with their parent. A child may be asked to leave the choir school if he/she continues to be unable to follow one of these guidelines.

- **Respect for others.** Children are expected to show respect for authority and for one another. For example, this means: When the director, head chorister, or a chaperone has asked us to do something, we'll do our best to follow instructions with enthusiasm. When a person in authority raises their hand, all hands should be raised and talking should stop immediately. When someone is singing or talking, we listen attentively. When we might like to talk in a rehearsal, we raise our hand quietly and wait to be called upon. When we are sharing a meal together, we follow good table manners, including holding conversations at a moderate volume and showing gratitude to our host by the way we eat the meal and the words of thanks we offer.
- **Respect for sacred spaces.** No running on the church campus, unless for a recreational game outside or in Foote Hall supervised by a person in authority. No unnecessary talking in the church, including while processing.
- **Supervision.** For their safety, children must be supervised by an adult at all times. Before rehearsals in the choir room, children should be accompanied *to the choir room door* by their parent or guardian. If the rehearsal begins in the church, children should be escorted from the choir room to the church by a parent or guardian. At the end of a Choir School rehearsal, service, or concert, parents or their designated caregiver should come to the choir room door to pick-up their child. Children will not be allowed to leave the choir area alone to meet someone in the playground, parish hall, or in the parking lot. At the conclusion of Thursday evening rehearsals, an adult chaperone will escort Choristers to Occidental Street for pick-up.
- **Distractions.** Children should not bring toys, cell phones, electronic games, etc. into rehearsals. If by accident they do, they should be stored in their choir cubby or given to the director, and they will be returned to the child afterwards.
- **Physical safety.** Physical violence and any behavior that puts another in danger of harm will not be tolerated at any time. No pushing, shoving, kicking, wrestling, stepping on hands or feet, punching, etc.
- **Team spirit.** All should be done in the spirit of building one another up as the choir team.  
*In everything do to others as you would have them do to you.*

## USE OF CHURCH PLAYGROUND

*Choir School only*

The playground is available for use on Tuesdays before and after rehearsals of the St. Cecilia and St. Nicolas Choirs due to the kind generosity of the St. Paul's Nursery School. Please follow carefully these guidelines from the Nursery School, with a goal to take care of this lovely playground and to keep all children safe:

- A child must be accompanied and supervised by her/his parent on the playground at all times.

- All equipment (including tables, chairs, vehicles, toys, etc.) needs to be left where they were found.
  - **Do not use the zip line due to weight restriction.**
  - All garbage should be carried to a garbage or recycling bin. The plastic bins under the snack area are not for garbage.
  - Do not run the water.
  - Climb only on structures appropriate for climbing.
- Do not climb on the train or boat roof.**
- Upon leaving the yard, take care that the wooden gate is closed.

## CHOIR SCHOOL TUITION

*Choir School only*

In order to underwrite this invaluable offering to the St. Paul's community, a subsidized tuition rate has been established for all singers in the Choir School. These subsidized rates are kept affordable through sponsorships, the Saturday Evensong series, the annual Christmas Concert, and CD sales.

**Payment.** A \$50 deposit is required in late April to reserve a place in the Choir School for the following season. The remaining tuition money is then due in two equal installments, in June for the following fall and in December for the following spring. Checks should be made payable to St. Paul's Choir School and hand-delivered to the Director of Music, or mailed to the church office to the attention of the Director of Music.

**No child will be turned away due to lack of funds.** Please speak to the Director of Music about applying for financial assistance with tuition.

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*Above all, we seek your enthusiastic spirit and commitment to the ministry of our choirs in which boys and girls join equally with adults in offering music to the glory of God. We need your help to ensure that the St. Paul's Choir School continues to enrich the lives of many future generations of children with music, and that these children may in turn enrich the world with their music, music through which all might glimpse beyond to an eternal beauty.*

