



# Medina Chorus Member Handbook

## Policies and Procedures

2023-2024 Season

[www.medinachorus.com](http://www.medinachorus.com)

### Table Of Contents

#### **IMPORTANT INFORMATION**

##### **OVERVIEW OF MEDINA CHORUS**

- Board of Directors
- Statements

##### **ATTENDANCE AND BEHAVIORAL EXPECTATIONS**

- Absences
- Punctuality
- Behavioral Expectations
- Behavioral Policy
- Care and Respect of Rehearsal Space

##### **PROGRAM AND REHEARSAL PROCEDURES**

- Musical Repertoire
- Music Pick Up
- Rehearsal Procedures
- Rehearsal Etiquette

##### **PROGRAM AND CONCERT PROCEDURES**

- Sessions/Concerts
- Concert Etiquette
- Concert Attire

##### **FINANCIAL INFORMATION**

- Membership Fees
- Ticketing

##### **COMMUNICATION**

- Regular Communication
- Cancellations
- Participant Recognition and Identity

**LIABILITY WAIVER – Sign and return before season begins.**

## Important Information

**Rehearsal Location:** Medina United Methodist Church, 4747 Foote Road, Medina OH 44256

**Office Phone:** 330-441-8359

**Website:** [www.medinachorus.com](http://www.medinachorus.com)

**General Email:** [contact@medinachorus.com](mailto:contact@medinachorus.com)

**Facebook:** [www.facebook.com/medinachorus](http://www.facebook.com/medinachorus)

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**Music Director:** Michael McClintock

[Director@medinachorus.com](mailto:Director@medinachorus.com)

**Accompanist:** Cathy Fafrak

[Accompanist@medinachorus.com](mailto:Accompanist@medinachorus.com)

### **Current Board of Directors:**

**President:** Gary Hayen

[President@medinachorus.com](mailto:President@medinachorus.com)

**Vice President:** Nancy Wojciak

[VP@medinachorus.com](mailto:VP@medinachorus.com)

**Secretary:** Melanie Adriance

[Secretary@medinachorus.com](mailto:Secretary@medinachorus.com)

**Treasurer:** Howie Hall

[Treasurer@medinachorus.com](mailto:Treasurer@medinachorus.com)

**Members-at-Large:** Karen Pissini, Dave Polter, Dale Root, Michelle Ross, Lauren Thorn, Amanda Wood, Susan Ziegler

**Non-voting:** Michael McClintock, Cathy Fafrak

## Overview of Medina Chorus

Medina Chorus is a traditional community choral experience focusing on intimately performed music that provides relevant, inspiring, and creative programming throughout the community for adults over 18 years of age. Representing diverse backgrounds, cultures and beliefs, these multi-generational singers are brought together by their love of the choral arts and a shared dedication to preserving artful music experiences and providing outstanding and inspirational performances to audiences in the greater Medina area. The Chorus meets September thru May in two sessions.

### **BOARD OF DIRECTORS**

Medina Chorus, Inc. is a non-profit 501(c)(3) educational and performing arts organization. We are governed by a Board of Directors which operates under the Medina Chorus By-Laws and guides all facets of the Medina Chorus performing ensemble.

### **MISSION STATEMENT**

The mission of Medina Chorus is to provide a continuum of musical training for children through senior adults, produce exceptional choral performances, and preserve the art of choral music for the enrichment and enjoyment of the greater Medina area.

### **VISION STATEMENT**

To provide valuable musical experiences and opportunities based in the rich history of choral music, heritage songs, and music education to the greater Medina area.

### **BELIEF STATEMENT**

Medina Chorus believes these services impact the community and its stakeholders by contributing positively to the general health and well-being of the greater Medina area.

## **STATEMENT OF EQUITY**

Medina Chorus is committed to serving a diverse population representative of greater Medina's broad demographic by providing access to high-quality music education and performance programs that complement and enhance a thriving, vibrant community that is equitable and inclusive for all.

## **NON-DISCRIMINATION POLICY STATEMENT**

Medina Chorus does not discriminate based on race, color, national origin, religion, sex, gender identity, sexual orientation, disability, age, marital status, family status, or political beliefs.

# **Attendance and Behavioral Expectations**

## **ABSENCES**

Every effort should be made to attend rehearsals and events as scheduled. Singers are allowed no more than three excused absences per session. **Absences must be reported to [Absent@MedinaChorus.com](mailto:Absent@MedinaChorus.com).** If you are ill, but able to come to rehearsal, you may sit in the pews to listen to the Director's music instructions for the musical pieces. You may not rejoin and sing at rehearsals until you are no longer ill and do not pose a risk to your fellow members. Continued participation in the Medina Chorus for members with more than 3 absences in a season is at the sole discretion of the Music Director.

## **PUNCTUALITY**

All members are expected to have signed in, be in their assigned seats, and be ready to sing prior to the 7:00 pm rehearsal start time. For the safety of all Chorus members, the main doors to the facility will be locked at 7:05. If there is a date you know you will be late, text Michele Ross at 330-858-6877 with as much advance notice as possible.

## **BEHAVIORAL EXPECTATIONS**

All singers in the program can expect to be treated with the utmost respect and professionalism by all members of the Medina Chorus staff. The Medina Chorus choral arts program is built on teamwork where every member of the choir works toward the highest level of musicianship possible. To accomplish this goal, Medina Chorus must maintain an environment that is safe, positive, productive, and free from behavioral distractions, therefore:

- Singers are required to be respectful of each other and all Medina Chorus staff.
- Singers are expected to be on time for all scheduled rehearsals, concerts, and community performances.
- Singers are expected to be responsible musicians.
- Singers are expected to represent Medina Chorus in a positive manner.
- Singers must act in accordance with the current health and safety rules as defined by the Medina Chorus Board of Directors.
- Singers are expected to read Medina Chorus emails, text, and any other form of communication.
- Singers should be positive and always engaged by staying focused, listening, and following directions.

## **BEHAVIORAL POLICY**

The Music Director is responsible for the safe and productive learning environment for all singers. All Directors/Conductors are degreed professionals with years of experience in music. Behavior that is not in the best interest of the Chorus will not be tolerated. The behavioral expectations at Medina Chorus exceed those in the traditional public setting. Behavior problems, disruptions, disrespectful comments/behavior, bullying, disregard for health and safety protocols, etc. are not tolerated under any circumstances. Singers who exhibit these behaviors may be expelled immediately without a refund.

## **CARE AND RESPECT OF REHEARSAL SPACE**

Medina United Methodist Church is a functional, working, place of worship. Singers who engage in destructive behavior towards the facility may be immediately expelled from Medina Chorus. Medina Chorus is not responsible for any damages towards the facility as these will be the responsibility of the individual who does damage.

## Program and Rehearsal Procedures

### **MUSICAL REPERTOIRE**

Musical repertoire will be chosen by the Music Director. Choral music contains text. As a vocal performer in a Medina Chorus program, it is important to understand that music of all genres, languages, religions, sects, nationalities, etc. may be chosen by the Music Director at any time with the expectation that enrolled singers will participate. Sacred, secular, and patriotic songs are an integral portion of the choral curriculum and literature base of choral music. If these types of selections represent a challenge or impediment to you or your music performance/education, other musical opportunities should be considered before registering with Medina Chorus.

### **MUSIC PICK UP**

Music will be available for pick up between 6:30 and 7:00 PM at the first rehearsal of each Medina Chorus session.

### **REHEARSAL PROCEDURES**

- **Parking:** Free parking is available in the attached church parking lot.
- **Entering the Building:** Singers should enter through the main door of the Medina United Methodist Church.
- **Medina Chorus Guest Procedure:** Guests accompanying Chorus members must be respectful and quiet during rehearsals and must either stay in the coffee area in the lobby of the church or in the congregational seating area. They are not to carry on conversations, talk on phones, or engage in any other activity that would interfere with the musical rehearsal or they will be asked to leave.
- **Exiting the Building:** Singers should exit in an orderly manner quickly after rehearsals.
- **Inclement Weather/Cancellation Information:** If Medina Chorus needs to cancel a rehearsal, this information will be communicated via the REMIND app.

### **REHEARSAL ETIQUETTE**

In order for the ensemble to perform well, singers need to be independently well prepared for rehearsals and performances and also support and listen to each other. The following will help to ensure that rehearsal time is used efficiently and effectively.

- Singers should be in assigned seats, with music and pencil, and ready to warm up prior to the start of rehearsal.
- Cell phones should not be used during rehearsals, including for texting. Please be sure that they are put away and silenced.
- In deference to the singers around you, do not wear fragrances.
- No food or drink, besides water, is permitted in the rehearsal area. You are encouraged to bring a water bottle.
- The conductor will provide markings which you are required to write in your music. Please use pencil.
- Do not talk during rehearsal.

## Program and Concert Procedures

### **SESSIONS/CONCERTS**

The Medina Chorus operates with two sessions per year. The Fall Session goes for 13 weeks from September to December and the Spring Session goes for 13 weeks from January to May. In addition, there is currently an optional summer performance.

- Fall Session – Mandatory Performances
  - Medina Candlelight Walk – November
  - Public Concert – December
  - Western Reserve Masonic Community Concert – December
  - Medina County Home Christmas Caroling – December
- Spring Session – Mandatory Performances
  - Western Reserve Masonic Community Concert – April/May
  - Public Concert – April/May

- Summer – Optional Performance
  - Performance with the Medina Community Band at the Medina Public Square Gazebo for the Medina County Arts Council Week - July

### **CONCERT ETIQUETTE**

- Arrive in your concert attire prior to call time for the performance.
- Do not wear fragrances, especially since performances are usually in tight quarters.
- Do not talk or gesture to audience members anytime you are onstage.
- Enter and exit the stage quickly, carefully, and quietly.
- When entering or exiting the stage, music is carried at your side in the hand away from the audience. Keep your folder at your side until the director gives the cue to raise it.
- Turn the pages of your music as quietly as possible. Avoid page turns during breaks or lower volume points in the singing or accompaniment.
- Music should be organized in concert order in your black folder.
- Tabs to mark music are recommended. These are especially helpful to quickly find the appropriate song or section after your folder has been closed between performance sets or when a section of written music is planned to be skipped during the performance.

### **CONCERT ATTIRE**

The rules and guidelines below are to ensure a professional and unified appearance for the Medina Chorus. More casual attire may be designated for special programs (such as Christmas Caroling, outdoor performances, etc.)

- **Music Folder:** All music must be in a black chorus folder for all performances. Three-ring binders are acceptable (although not preferable).
- **Hair:** Longer hair/bangs must be neatly pinned or styled away from the face, especially the eyes, so that singers can be expressive with the audience.
- **Women's Concert Dress:**
  - Floor length black skirt or black dress pants
  - Black top with sleeves
  - Black shoes, black hose
  - No elaborate jewelry or hair décor
- **Men's Concert Dress:**
  - Solid black shirt
  - Solid black dress slacks
  - Black dress shoes and socks
  - No coat or tie

## **Financial Information**

### **MEMBERSHIP FEES**

Due and payable by cash or check at the first rehearsal. Refunds will not be provided in the case of a member withdrawal or expulsion. Current fees are \$80 per person per season.

### **TICKETING**

Concerts and ticketing policies are TBD, gathering and performance restrictions depending.

## **Communication**

### **REGULAR COMMUNICATION**

The REMIND app and email are our primary means of communication with members. Please make sure you take notice of any alerts and communications you might receive. If you have questions on downloading the REMIND app, please ask for assistance.

### **CANCELLATIONS**

If Medina Chorus needs to cancel a rehearsal or event, this information will be communicated via the REMIND app as the main source of communication. If a known health crisis or exposure is documented at Medina Chorus, appropriate measures will be taken in accordance with recommendations of the Medina County Health Department and communicated via the REMIND app.

### **PARTICIPANT RECOGNITION AND IDENTITY**

Medina Chorus strives to learn each participant by name. This is quite an undertaking as there are many registered participants in Medina Chorus programs each year. For this and legal reasons, all written recognition and identification of participants will be in the participant's legal name. Instances where a participant would prefer to be verbally addressed by a nickname, alternate preferred name, etc. should be communicated directly to the Director for reasonable accommodation.

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**Participants should review this handbook thoroughly and make sure they are comfortable with all aspects of the contents before registering for a Medina Chorus Program.**

If you have questions regarding the material set forth in this document, contact [President@medinachorus.com](mailto:President@medinachorus.com) or 330-441-8359.



**Medina Chorus, Inc., Medina, Ohio**  
**Participant Waiver of Liability, Including as Related to Communicable Diseases**

I derive personal satisfaction and benefit by virtue of my participation in Medina Chorus activities, such as rehearsals, performances, meetings, social events, and other functions (collectively, "functions"). In consideration of the opportunity for me to participate or attend a function, I agree as follows:

I understand that an inherent risk of exposure to COVID-19, the flu and other contagious illnesses exists in any place where people gather. Such illnesses can be extremely contagious and can lead to severe illness and death. I understand that I may increase my risk of exposure to such illnesses by participating in Medina Chorus functions, whether outdoors or inside a building. I acknowledge that Medina Chorus makes no guarantee that I will not become infected with the Coronavirus/COVID-19 or some other contagious disease if I choose to participate in a Medina Chorus function.

By participating in a Medina Chorus function, I assume all risks, hazards, and dangers arising from or relating in any way to the risk of contracting a communicable disease or illness—including, without limitation, exposure to COVID-19 or any other bacteria, virus, or other pathogen capable of causing a communicable disease or illness, whether that exposure occurs before, during, or after a Medina Chorus function, and regardless of how caused or contracted.

I will not participate in a Medina Chorus function if the following applies to me:

I experience any symptom of illness related to Coronavirus/COVID-19, the flu or other communicable disease such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell or tested positive for Covid.

I further acknowledge that, if I participate in a Medina Chorus function, I do so voluntarily.

I hereby release, waive, and forever discharge any and all liability, claims, and demands of whatever kind or nature against Medina Chorus and its affiliated partners and sponsors, including in each case, without limitation, their directors, officers, board members, employees, volunteers, members, and agents (collectively, the "Released Parties"), in law and in equity, to the fullest extent permissible by law, including but not limited to damages or losses caused by the negligence, fault, failure to act, or conduct of any kind on the part of the Released Parties, including but not limited to death, bodily injury, illness, economic loss or out of pocket expense, or loss or damage to property, which I, my heirs, assigns, next of kin, and/or legally appointed or designated representatives, may have or which may accrue on my behalf, which arise from my participation in a Medina Chorus function.

Media release: I hereby grant permission for photographs, video, sound and/or written or verbal accounts of myself to be used in any media outlet so chosen by Medina Chorus. This consent shall be retroactive, in that any photograph, video, sound and/or written or verbal account attained previously or in the future may be used by Medina Chorus in any media outlet. Medina Chorus promises not to use any account of anyone in a negative, false, or destructive fashion. By signing below, I agree to the above stated terms.

**I have carefully read this waiver of liability and assumption of risk, I fully understand its terms, I sign it freely, and I understand that my signature means I have given a full release of liability to the Released Parties to the fullest extent permitted by law.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_