



Medina Chorus Member Handbook

Policies and Procedures

2024-2025 Season

www.medinachorus.com

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IMPORTANT INFORMATION

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

Office Phone: 330-441-8359

Website: www.medinachorus.com

General Email: contact@medinachorus.com

Facebook: www.facebook.com/medinachorus

Music Director: Michael McClintock

Director@medinachorus.com

Accompanist: Cathy Fafrak

Accompanist@medinachorus.com

Current Board of Directors

President: Gary Hayen

President@MedinaChorus.com

Vice President: Nancy Wojciak

VP@MedinaChorus.com

Secretary: Melanie Adriance

Secretary@MedinaChorus.com

Treasurer: Howie Hall

Treasurer@MedinaChorus.com

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

Non-voting: Michael McClintock, Cathy Fafrak

Overview of Medina Chorus

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 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

MC 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

MC 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 complements and enhances 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.

PROGRAMS

Medina Chorus is a traditional community choral experience focusing on intimately performed music that provides relevant, inspiring and ingenuitive 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. September thru May in two sessions.

GENERAL INFORMATION

Expectations

Attendance Expectations

Every effort should be made to attend, rehearsals and events as scheduled. Singers who are sick should not attend MC programs and will be denied entry. Singers who must miss rehearsals due to illness should request to Zoom in live, when applicable, as to not miss important instruction, or sit in the audience seating and listen to the instructions during rehearsal.

***Attendance Expectations for Performance Choir and Medina Chorus are listed in the choral sections for those specific choirs in this document.**

Absences

Members must provide notification of absences to Absent@MedinaChorus.com

Punctuality

All members are expected to have signed in, and in their assigned seats for rehearsal prior the 7:00 pm start time ready to sing.

Behavioral Expectations

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

- **Singers** are required to be respectful of each other and all MC 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 MC 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 MC emails, text and any other form of communication.
- **Singers** should be positive and engaged at all times - stay focused, listen, and follow directions.

Behavioral Policy

The 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 choral ensemble 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 that engage in destructive behavior towards the facility may be immediately expelled from Medina Chorus. Medina Chorus is not responsible for damages done in the building but the responsibility of the individual who does damage.

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 Methodist Church.

MC accompanying guest waiting procedure:

Accompanying persons 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, etc. or 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.

Incident weather/cancellation information:

In the event that Medina Chorus needs to cancel an event/rehearsal this information will be communicated via the Remind app, email, text message, the website, and social media.

Cancellations:

In person events are cancelled and immediate alterations from on-site to virtual rehearsal may occur when mandated by authorities. If a known health crisis or exposure is documented at MC, appropriate measures will be taken in accordance with recommendations of the Medina County health department.

Financial Information

Membership fees are 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.

Musical Repertoire

Musical repertoire will be chosen by the Director. Choral music contains text. As a vocal performer in an MC program, it is important to understand that music of all genres, languages, religions, sects, nationalities, etc. may be chosen by MC 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 choir music. If these types of selections represent a challenge or impediment to you/your singer's music performance/education, other musical opportunities should be considered before registering with Medina Chorus.

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 MC 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.

MEDINA CHORUS

The Medina Chorus is a multi-generational adult ensemble comprised of singers over 18 years of age from many different walks of life who share a passion for the choral arts. These men and women are dedicated to providing outstanding and inspirational performances to audiences in the Greater Medina area.

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 February to May. In the Fall Session we currently perform one concert for the public, one concert for the Western Reserve Masonic Community in Medina and sing Christmas carols at the Medina Country Home in December. In addition, we perform for the Medina Candlewalk Lighting Ceremony in November. In the Spring Session we currently perform on public concert in May and perform with the Medina Community Band at Medina's Public Square Gazebo during the Medina Arts Council's Art's Week in July.

ABSENCES

Singers are allowed no more than three excused absences per session. **Absences must be reported to Absent@MedinaChorus.com.** If you are ill, but able to come to rehearsal, you may sit in the congregation 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

pose a risk to your fellow members. Participation in the Medina Chorus for members with more than 3 absences in a season is at the sole discretion of the Music Director.

MUSIC PICK UP

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

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 their assigned seats with their music and a pencil, 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, are 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. Markings should be done in pencil.
- Do not talk during rehearsal.

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 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 chorus.

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

More casual attire may be designated for special programs (such as Christmas Caroling, performances outdoors, etc.)

COMMUNICATIONS:

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

Participants review this handbook thoroughly and make sure you 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 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: _____

Printed Name: _____

Date: _____