

WELCOME TO

THE

# Northland Community Choir

EVERY  
MONDAY  
DURING THE  
SEASON



7:00PM  
-  
9:00PM

819 Main St, Parkville, MO 64152

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## **Welcome to the Northland Community Choir**

This choir, founded in 1974, is committed to providing a place for people to come together to sing and to appreciate quality choral music. NCC is a choral ensemble whose members cultivate an environment of learning and growth in an atmosphere of sharing and acceptance.

### **NCC Mission Statement**

The Northland Community Choir builds meaningful connections between Kansas City area singers through the joy of choral music, empowering personal growth, artistic expression, and community engagement.

As a new member, you may be wondering about expectations and what your dedication to the choir may involve. This manual will help explain the expectations for members of the choir and how you can make music matter. Welcome to our choir family!

For additional information about the choir:

**Email address:**      sing@northlandcommunitychoir.com

**Website:**            [northlandcommunitychoir.com](http://northlandcommunitychoir.com)

**Facebook:**           NCCsings

**Instagram:**        nccsings

**YouTube:**            @NorthlandCommunityChoir

Our Executive Board or members will be happy to assist with any questions you have throughout the season. We are glad to have you as part of our choir.

## **Participating in the Choir**

This choir is a non-audition community choir. Membership in the choir is open to all individuals interested in participating in the choir's rehearsals and performances. The NCC Executive Board may terminate membership for inappropriate or unseemly conduct.

Understanding that everyone is busy, we want to make sure that it meets your expectations.

### ***Free First Visit***

We invite you to try out our choir rehearsal for your first visit without making a commitment. We will have music for you to use so that you can participate during your first visit. Unless you decide to join, the music will need to be returned at the end of that rehearsal.

### ***Dues***

Should you decide to become a member of the choir, season dues will need to be paid. These dues pay for the salaries of our artistic leadership, church rental, sheet music, and team-building events, as well as other operational expenses. Each member will pay \$70 for the season, which will include all rehearsals and the end-of-season concert. Dues can be paid by cash, check, or Venmo. Dues are paid after the first free visit, or if you are a returning member, they are due at the first rehearsal or meeting of the upcoming season. Full-time university students and local high school students with a valid student ID are exempt from dues. Additionally, for those individuals who find the membership fee prohibitive, we have some financial aid available on a case-by-case basis. To inquire about financial aid, please contact any Executive Board member or email the choir at [sing@northlandcommunitychoir.com](mailto:sing@northlandcommunitychoir.com).

### ***Code of Conduct***

Members agree to:

- Follow all instructions from the Artistic Director and Executive Board.
- Refrain from disruptive, unsafe, or inappropriate behavior.
- Avoid harassment, intimidation, or offensive language.
- Respect personal boundaries and confidentiality.
- Address concerns through appropriate leadership channels.

Failure to comply may result in disciplinary action, including termination from the choir.

### ***Core Values & Professional Conduct***

All members are expected to uphold the following principles:

- Respect: Treat all members, directors, and guests with courtesy and dignity. Discrimination, harassment, or bullying of any kind will not be tolerated.
- Inclusivity: We are committed to a welcoming environment regardless of background, identity, or experience level.
- Integrity: Members will be reliable, prepared, and honest in all interactions.
- Collaboration: Singing is a team effort; members must follow the direction of the Artistic Director and Choral Assistant and support ensemble goals.

**Season**

The choir has two rehearsal seasons per calendar year. Each is finalized with a concert open to the public. The Fall season begins in August with a potluck where you can meet other members, pay dues, and check out your music. The Fall concert is in late November or early December.

The Spring season begins around the second week of January, with a potluck where you can meet the other members, pay dues, and check out your music. The Spring concert is in late April or early May.

**Sections**

The Northland Community Choir has several different sections or voice parts, including Soprano 1, Soprano 2, Alto 1, Alto 2, Tenor 1, Tenor 2, Baritone, and Bass. For those unfamiliar, the firsts (1) in each section sing the higher part within that section. When you arrive, we will ask that you pick the part that you think is best for your voice (usually a part you have sung before). If you are unsure of your voice part, the Director will be happy to assist you. The earlier in the season this can be decided, the better, so that you can begin rehearsing with your section. At the discretion of the Director, you may be asked to switch voice parts, including moving from first (1) to second (2) or to a new section entirely.

**Solos**

At the discretion of the Director, music may be selected containing solo parts. These are assigned following an "audition", where the Director will listen to each individual interested in the part sing the solo alone on top of the rest of the choir. The director will determine the best fit and notify individuals directly.

## **Choir Rehearsals**

As a community choir, the success of the choir depends on the dedication of our members. With only 12 or so rehearsals before each concert, each minute of rehearsal is important!

### ***Rehearsals***

Rehearsals are on Monday evenings from 7:00 pm to 9:00 pm at the Parkville Presbyterian Church located at 819 Main Street in Parkville, MO. We take a break about halfway through the rehearsal for socializing and to enjoy snacks provided by choir members (an optional volunteer signup form will be available).

### ***Rehearsal Notification***

Each week, the Director and Executive Board will send out an email with rehearsal notes and any upcoming information. This email will contain the pieces we will be rehearsing, so you can come prepared with your music organized and having listened to the tracks ahead of time. In the event that rehearsal needs to be canceled due to weather or other circumstances, an email will be sent, as well as announcements posted on our social media pages. Additionally, Section Leaders will be in contact with their sections to ensure everyone has been informed.

### ***Attendance & Participation Expectations***

- Arrive on time and ready to rehearse
- Notify the Section Leader of absences 24 hours in advance
- Come prepared with music and materials
- Practice outside of rehearsal time
- Remain attentive and engaged during rehearsals
- Silence phones and limit distractions

Because it is important not only for your section but for the full choir that you attend rehearsal.

*Regular attendance at rehearsals is expected. Members who must miss more than one-fourth (1/4) of the rehearsals spent preparing for a concert are required to discuss their situation with their Section Leader and the Artistic Director for approval to perform.* Attendance will be taken by the Section Leaders at each rehearsal. Section Leaders will contact members who are absent to check in throughout the season.

## **Music**

The music is selected by the Director at the beginning of the season and approved by the Executive Board.

### ***Music Assignments***

At the beginning of each season, after you have registered with the choir and dues are paid, your music will be assigned to you in a numbered envelope. Please keep this envelope for music turn-in at the end of the season.

### ***Handling of Music***

Music that can be three-hole punched will be three-hole punched for you, or a “spine” will be provided for pieces that cannot be punched. You may make edits to music in **pencil only**, and use only highlighter tape that does not leave a sticky residue. We do ask that you keep your music safe in an all-black folder. This folder will be used during all performances. You will be responsible for keeping your set of music safe and in good condition throughout the season. Failure to do so may result in fines.

### ***Music Turn In***

At the conclusion of the final concert, your music will need to be turned in in the numbered envelope that was assigned to you at the beginning of the season.

### ***Lost Music***

The choir spends part of the dues paid by each member on music. If you should lose your music, a \$25 lost music fee will be assessed and will need to be paid before you are assigned new music for the next season.

### ***Enamel Pin Assignment & Turn In***

Each member will have the opportunity to purchase an NCC enamel pin for \$5.00 or will be loaned a pin the day of the concert. At the conclusion of the final concert, if you were loaned a pin, it will need to be turned in in the numbered envelope that was assigned to you at the beginning of the season. If you should lose your pin, a \$10.00 lost pin fee will be assessed and will need to be paid before you are assigned new music for the next season.

## **Rehearsal Tools**

As a member of this choir, it is essential that you practice and listen to the music selections outside of rehearsals. There are a few tools that can help you practice.

### ***YouTube***

The choir will create a playlist for the season where music will be uploaded for listening and practice. This is of immense help. Each week, in the email notification, the list of items we will be rehearsing will be available. Not only should you use this to organize your music to find songs quickly during rehearsal, but it will also be beneficial to listen to the songs listed for the week so that you are prepared for practice.

### ***Section Parts***

At the Director's discretion, he/she will provide section parts for each piece to help individuals learn their parts.

### ***Listening in Your Off Time***

As an added tool, it is very helpful to listen to the YouTube list in your car, around the house, or whenever you can. Pay special attention to not only the pitches and words, but the flow and meaning behind the music so you can replicate that during rehearsal.

### ***Additional Performances***

Each season, we may have additional performances where we will sing in different locations in the community. We will usually sing a short set of 3-4 songs. While these concerts are optional, we would certainly like you to make plans to attend them when they are announced. The choir will do its best to announce these performances with as much notice as possible.

## **End of Season Concert**

All of the hard work will pay off during a concert at the end of the season. The concert will be at the Parkville Presbyterian Church and usually takes place on a Sunday in the afternoon, but the scheduled time can change depending on the season. The date and time of the season concert is typically announced before the start of rehearsals. Generally, the Fall concert is in late November or early December, and the Spring concert is in late April or early May.

## ***Concert Run-Through Practice***

The day before the concert, we will have a longer practice to run through the entire concert repertoire and rehearse with any additional musicians. This practice usually starts in the morning with a break halfway through. While these exact times will be announced closer to the concert date, please make a note in your schedule when these practices will occur.

## ***Dress***

The concert dress includes your black folder and all black attire, black shirt and pants, or long skirt, or dress.) To inquire about financial assistance, please contact any Executive Board member or email the choir at [sing@northlandcommunitychoir.com](mailto:sing@northlandcommunitychoir.com).

At special events or community performances, we may ask members to wear an NCC logo'd t-shirt, which is available for purchase. If you choose not to buy a t-shirt, you can wear a coordinating color or business casual attire.

## ***The Concert***

The concert will be about one hour in length.

## **Choir Events**

Here are some additional pieces of information that will help to make our season successful.

### ***Group Social Events***

Not only do we love to sing, but we love our members! We do see each other every Monday of the season, but we try to get together outside of rehearsals for happy hours, dinners, or musical events in the community. These events are always optional, but are a great way to build community within our choir. Our group will have a potluck to start the fall season, as well as a gathering the Monday after a concert to celebrate our successes and reflect on how we can improve. Additional gatherings will be announced by the Executive Board and Section Leaders.

### ***Fundraising and Sponsorship***

As with any non-profit organization, our choir has expenses that are not always covered by our membership dues. As such, we have developed sponsorship opportunities for businesses as well as individuals to support our mission. The opportunities can be found on our website or by contacting the Executive Board. Additionally, we may host special fundraisers, such as raffles, T-shirt sales, auctions, etc. Some of our greatest supporters are our very own members, and if you choose to donate directly to the choir, be sure to inquire whether your employer has a matching gifts program, which can double the impact of your donation!

## **Membership Termination**

NCC is committed to fostering a welcoming, respectful, and inclusive environment for all members. Membership may be terminated when a member's actions significantly interfere with the mission, operations, or well-being of the choir.

Membership may be terminated for reasons including, but not limited to:

- Repeated violation of the Choir's Code of Conduct, Core Values & Professional Conduct Guidelines.
- Harassment, discrimination, bullying, or abusive behavior toward members, staff, volunteers, guest artists, or audience members.
- Threatening or unsafe behavior.
- Repeated disruption of rehearsals, performances, or choir activities.
- Failure to meet attendance or participation requirements as outlined in choir policies, when not previously approved by the Artistic Director.
- Misuse or damage of choir property or assets.
- Illegal activity occurring during choir-sponsored events.
- Conduct that significantly harms the reputation or mission of the Northland Community Choir.

Whenever appropriate, concerns should first be addressed through conversation or a written warning before termination is considered. However, the Executive Board reserves the right to immediately terminate membership when serious misconduct or safety concerns warrant immediate action.

### ***Termination Procedure***

1. A concern may be reported to the Artistic Director, Executive Board Chair, or another designated Executive Board member.
2. The concern will be reviewed by the Executive Board or another committee designated by the Executive Board.
3. The member will be informed of the concerns and, whenever practical, given an opportunity to respond before a decision is made.
4. Following review, the Executive Board (or its designated committee) may:
  - Take no further action.
  - Issue a verbal or written warning.
  - Establish conditions for continued membership.
  - Suspend membership for a specified period.
  - Terminate membership.
5. The member will receive written notification of the decision and its effective date.

### ***Appeal Process***

A member whose membership has been terminated may submit a written appeal to the Executive Board Chair within fourteen (14) calendar days of receiving notice of termination.

The appeal should include:

- The reason the member believes the decision should be reconsidered.
- Any additional information or supporting documentation.

The NCC Executive Board will review the appeal at its next regularly scheduled meeting or at a special meeting if deemed necessary. The Executive Board may:

- Uphold the termination.

- Modify the disciplinary action.
- Reinstatement the member with or without conditions.

The Executive Board's decision on appeal shall be final.

### ***Confidentiality***

All reports, investigations, disciplinary actions, and appeals will be handled as confidentially as reasonably possible. Information will be shared only with those who have a legitimate need to know in order to fairly review and resolve the matter.

### ***Non-Discrimination***

Membership decisions shall be made without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by applicable law.