

ST. THOMAS EPISCOPAL CHURCH
CHOIR HANDBOOK
2018-2019

Psallm spiritu et mente
I will sing with the spirit and with the understanding also.

ST. THOMAS EPISCOPAL CHURCH—100 MIAMI AVE.—TERRACE PARK, OHIO

Welcome to all choir singers and choir families! This handbook is intended to provide a useful source of information for anyone involved in the music program at St. Thomas. It provides detailed information about the music program, its traditions and operational procedures. We invite all to become acquainted with the contents of this manual to guide your participation in this sacred calling for this exciting new program year!

OUR MISSION

The mission of the St. Thomas Music Program is to enrich the worship life of St. Thomas Episcopal Church, to deepen the spiritual experience for its congregation, and to contribute to the cultural life of the church and the area. Your participation in choir represents a significant contribution to the worship and outreach of St. Thomas.

LEADERSHIP IN WORSHIP

Of all the Christian traditions, the Anglican Communion, of which the Episcopal Church is the American manifestation, has nurtured one of the strongest traditions of worship led by choir. In this tradition, the choir leads worship through the singing of service music, canticles, hymns, psalms, and anthems. This leadership requires a sincere commitment from the choir. As such, the choir performs a sacramental role in worship, offering their gifts from God to the people of God through sung prayer.

WHY WE DO THIS

The music program of St. Thomas is dedicated to continuing this rich heritage of sacred choral music. The singer's time spent in rehearsals is intense preparation for a sacramental duty in the life of worship and prayer. It is through this dedication of time and talent that we are able to come together as one to support excellent music and liturgy that is meant to uplift those who worship. Music has a significant role to play in our spiritual lives. It has the power to uplift, to teach, to unite, and is an integral part of inspiring worship.

STAFF

Dr. Carlton Monroe, *Director of Music*

Jason M. Gunnell, *Assistant Director of Music and Organist*

Spencer Bartley, *Assistant for Music Ministries*

Choral Scholars

Hayley Maloney, soprano

Brianna Bragg, alto

Sam Krausz, tenor

Hayden Smith, baritone

Junior Choral Scholar

Joseph Rau, tenor

Taizé Musicians

Sarah Folsom, cantor

Sam Krausz, piano

CONTACT INFORMATION

Church Office	513-831-2052	office@stthomasepiscopal.org
Dr. Carlton Monroe	513-831-2052 x75	cmonroe@stthomasepiscopal.org
Jason Gunnell	513-831-2052 x76	jason@stthomasepiscopal.org

ENSEMBLES

The Parish Choir

The St. Thomas Choir, consisting of adults and teens, sings at the 10:15 a.m. service from after Labor Day to Pentecost, as well as special services and events throughout the year. The choir's repertoire includes traditional Anglican works, choral masterworks from all eras, as well as the work of modern composers.

The Choristers

The St. Thomas Choristers are girls and boys in grades 3-6 (for boys until their voice changes). Choristers sing many Sundays with the Parish Choir and at most special events. The Choristers utilize the Royal School of Music Voice for Life Program in their training.

The Allegro Choir

The Allegro Choir is for girls and boys in grades K-2. The choir prepares young singers for the Chorister program and sings on occasion during the 10:15 a.m. liturgy.

Joyful Noise

The Joyful Noise is offered as an enrichment program in conjunction with the St. Thomas Nursery School. It offers occasional performances, and at select services.

St. Thomas Brass Ensemble

Spencer Bartley, Director

The Brass Ensemble comprises of brass players from the parish who performs at select services and meets as needed to prepare for these services.

St. Thomas Taizé Musicians

The Taizé Musicians is a group of musicians who provide music for the monthly 5:00 p.m. Taizé service.

RESIDENCIES

Bach Ensemble at St. Thomas

Ensemble-in-Residence

The University of Cincinnati College-Conservatory of Music Preparatory Department

Private music instruction

Dr. Douglas Pew

Composer-in-Residence

THURSDAY NIGHT CHOIR SCHEDULE

TIME	PRE-K	Allegro Choir (K-2)	Choristers (Gr. 3-6)	Teens	Adults
500		Rehearsal	Voice for Life Class	Hangout/Homework Rooms	
530		Chorister/Youth Dinner			
600	Nursery	K-2 Care with Ms. Linda (opt.)	Rehearsal	7th-12th Youth Group	Class - "The Story"
630					
700			Reh. w/ PC	Parish Choir Rehearsal	
730					
800					
830					
900					

FAMILY DINNER THURSDAYS

("First Thursdays")

TIME	PRE-K	Allegro Choir	Choristers	Teens	Adults
500			Voice for Life Class/Rehearsal	Hangout/Homework Rooms	
530				7th-12th Youth Group	
600	Family Dinner				
630	Nursery	K-2 Care with Ms. Linda	Rehearsal	7th-12th Youth Group	Class - "The Story"
715			Reh. w/ PC	Parish Choir Rehearsal	
730					
800					
830					
900					

Sunday Schedule

9:15am	Chorister/Parish Choir warm-up (Choir Room)
9:45am	Break for restroom, water, and robing
10:00am	Assemble in the Choir Room; Chorister Prayer
10:05am	Move together to the Parish Hall
10:10am	Prayer with Clergy; move to Narthex
10:15am	Service begins
11:30am - 12:30pm	Chorister "Skills and Drills" (opt.)

(Select Sundays only)

3:30pm	Bach Vespers rehearsal
4:00pm	Vespers rehearsal
5:00pm	Bach Vespers/Taizé service

CALENDAR

A choir schedule will be distributed at the beginning of the year, with updates provided seasonally. The most up-to-date calendaring information may be found at: <http://bit.ly/2uQ0gWE>

CHOIR ATTENDANCE

Thank you to all for your dedication and willingness to sing with us at St. Thomas. We recognize that this commitment represents a significant sacrifice in your busy lives. We cannot understate how much this means to us, and therefore wish to have policies and requests that honor your commitments to this choir, but also show respect to all of the members of the St. Thomas Music Program. The regular choir season runs from September through Pentecost Sunday in May. Sporadic attendance does not benefit the group as a whole or the individual. Consistent commitment from all singers is necessary for the growth of a healthy spiritual and musical community. We appreciate and value your decision to dedicate your time at St. Thomas, but also recognize the importance of consistent, attentive, purposeful attendance. We find great joy in the friendship and camaraderie we enjoy together, and therefore request that every attempt be made by all to be with us each week in rehearsals, performances, and worship. We have chosen repertoire for the program year that is familiar, challenging, and inspiring, but need each and every one of you to be able to carry out this plan. Like a sports team, St. Thomas Choirs need all of its members to operate at its best. Due to the large amount of music covered in just one month, it is hard for a singer not to fall behind even after missing only one rehearsal.

It will be assumed that you will be in attendance each week. If you find that you will be unable to join us in rehearsal or on Sunday morning, it is vitally important that you make this known as soon as possible. Knowing who will be with us and who will be absent will assure that the music we have selected will be possible to present. If you know of absences, please report them as early as you can. Absences can be reported at

<http://stthomasepiscopal.org/choir-attendance/>

You may also choose to email or call Carlton, but the online attendance form will assure that we know who will be present and who will be absent.

We also understand that life happens in the meantime despite best-laid intentions. If you find that you will be unable to attend at the last minute, please text or call Carlton on his cell phone at (513) 227-9026.

Again, we appreciate your desire and devotion to add your bountiful strengths to the choirs of St. Thomas. Please know that you are highly valued as choir members, colleagues, and friends.

In the case of inclement weather, St. Thomas will announce rehearsal cancellations no later than 2:00 p.m. of the rehearsal day.

GUIDELINES FOR REHEARSAL

Rehearsals can be grueling, but can also be fun, entertaining, and extremely rewarding. The fruits of our earnest rehearsal will be manifest in the remarkable music that we can create as we unify our energies in accomplishing the goal of learning the music to the best of our abilities. Therefore a list of guidelines for rehearsal is present that if followed will allow the choir to maximize our time together and allow us the greatest opportunities to learn the music.

- Arrive early enough to retrieve your folder and ensure that you have the music you need and have turned in the music you don't to be in the Parish Hall so that rehearsal may begin promptly at 7:00 p.m.
- Always have a pencil!
- Turn off or silence all cell phones or other electronic devices.
- No food or drink other than water is permitted during rehearsal.
- Mark measure numbers beforehand.
- Please refrain from extraneous discussions during the rehearsal.
- Please refrain from humming along your line while other parts are being worked with. This practice is generally more distracting to the section being worked with and the director than it is helpful. Feel free to continue to follow along closely and review it in your mind.
- Please hold any questions you may have until your section is being worked with or at an obvious break in the rehearsal.

GUIDELINES FOR SERVICES

We only have a limited amount of time together before services, therefore it is imperative that we be strict with our time and deportment. Provided are guidelines to govern our preparation for services.

- Rehearsal times prior to services means music in place, and ready to sing. Please arrive at least ten minutes prior to the indicated rehearsal time in order to be ready.
- Prepare your folder by transferring or turning in music, or throwing away any unnecessary bulletins, papers, etc.
- Avoid leaving valuables in the vesting or choir rooms.
- Prior to the service, please maintain a reverent mood, especially while assembling for procession.
- Following the service, please replace or turn in music and replace your folders and hymnals.

FOLDER

- Please take responsibility for your own music folder.
- Every effort will be made to let you know what music we will be working on and what music we will be done with.
- Please turn in music as directed immediately following the performance of the work.
- Please ensure that you only have one copy (ideally with your folder number on it) of each selection we are working on.
- Too often multiple copies have been found in folders, and we would like to not have to waste resources by having to make more copies of music than needed.
- Please always have a pencil and ensure that it is sharpened for each rehearsal
- Please never mark music in pen!

A black three-ring binder will be provided to our choir members. Many of our choir members have purchased an special folder designed for singers. You can purchase your own folder directly from www.musicfolder.com for approximately \$24. This folder is given to our Choristers at no charge for their use.

ROBES

Robes can be stored at church or at home. Adult choir members are asked to care for their robes during the choir season. Chorister robes are cleaned by a volunteer.

If your robe needs a repair, you can leave it on the empty rack in the Chorister room with a note for our volunteer to take care of.

If you wish to purchase your own robe, please contact the Director. A cassock and cotta set are approximately \$180 from C.M. Almy.

CHOIR CASSOCK — CHILD and MAN																	
FITS	Chest Child-Man	24 - 26	27 - 29	30 - 32	33 - 35	36 - 38	39 - 41	42 - 44	45 - 47	48 - 50	51 - 53	54 - 56	57 - 59	60 - 62	63 - 65	66 - 68	
	Neck	9.50 - 11	10.5 - 12	11.5 - 13	12.5 - 14	13.5 - 15	14.5 - 16	15.5 - 17	16.5 - 18	17.5 - 19	18.5 - 20	19 - 21	19.5 - 21.5	20 - 22	21 - 23	22 - 24	
	Waist	17 - 22	20 - 25	23 - 28	26 - 31	27 - 34	29 - 37	32 - 40	35 - 43	40 - 46	43 - 51	46 - 54	48 - 57	51 - 60	55 - 63	58 - 66	
Height	Arm																
3' 6" - 3' 8"	19 - 20.5	BA	CA														
3' 9" - 3' 11"	20.5 - 22	BB	CB														
4' - 4' 2"	22 - 23.5	BC	CC	DC	EC	FC											
4' 3" - 4' 5"	23.5 - 25	BD	CD	DD	ED	FD											
4' 6" - 4' 8"	25 - 26.5	BE	CE	DE	EE	FE	GE										
4' 9" - 4' 11"	26.5 - 28	BF	CF	DF	EF	FF	GF	HF									
5" - 5' 2"	28 - 29.5	BG	CG	DG	EG	FG	GG	HG	JG	KG							
5' 3" - 5' 5"	29.5 - 31	BH	CH	DH	EH	FH	GH	HH	JH	KH	MH	NH	OH	XH	YH	Z1H	
5' 6" - 5' 8"	31 - 32.5		CJ	DJ	EJ	FJ	GJ	HJ	JJ	KJ	MJ	NJ	OJ	XJ	YJ	Z1J	
5' 9" - 5' 11"	32.5 - 34			CK	DK	EK	FK	GK	HK	JK	KK	MK	NK	OK	XK	YK	Z1K
6' - 6' 2"	34 - 35.5				EM	FM	GM	HM	JM	KM	MM	NM	OM	XM	YM	Z1M	
6' 3" - 6' 5"	35.5 - 37				EN	FN	GN	HN	JN	KN	MN	NN	ON	XN	YN	Z1N	
6' 6" - 6' 8"	37 - 38					FP	GP	HP	JP	KP	MP	NP	OP	XP	YP	Z1P	

CHOIR COTTA							
FITS	Chest/Bust	24 – 29	30 – 35	36 – 41	42 – 50	51 – 60	61–72
Height	Arm						
3' 9" – 3' 11"	20.5 – 21.5	BA					
4' – 4' 2"	22 – 23	BB	CB				
4' 3" – 4' 8"	23.5 – 26	BD	CD	DD			
4' 9" – 4' 11"	26.5 – 26.5	BF	CF	DF	EF		
5' – 5' 2"	28 – 29	BG	CG	DG	EG	FG	
5' 3" – 5' 5"	29.5 – 30.5	BH	CH	DH	EH	FH	GH
5' 6" – 5' 8"	31 – 32	BJ	CJ	DJ	EJ	FJ	GJ
5' 9" – 5' 11"	32.5 – 33.5	BK	CK	DK	EK	FK	GK
6' – 6' 2"	34 – 35		CM	DM	EM	FM	GM
6' 3" – 6' 5"	35.5 – 36.5			DN	EN	FN	GN
6' 6" – 6' 8"	37 – 38				EP	FP	
					QuikShip Child	QuikShip Adult	

VOLUNTEERS

Volunteers are needed in many aspects of the music program, including:

- Robe Assignments and Management
- Allegro Choir helpers
- Chorister helpers
- Thursday night dinners
- Homework and Movie Rooms
- Bach Vespers hosting and receptions
- Choir hospitality and fellowship

If you are interested in helping in these or in other areas, please contact Carlton Monroe (cmonroe@stthomasepiscopal.org).

RESOURCES

Resources for choir members, including:

- Anthem Listings
- Links to online choir calendars
- Music Theory training aids
- Youtube playlists
- Absence Reporting forms

are accessible through our CHOIR RESOURCES page at:

<https://stthomasepiscopal.org/choir-resources/>