

PETERBOROUGH
SINGERS



Membership Handbook

2021 – 2022

*Issued October 2020
Version IX*

Office Address: Murray St. Baptist Church
175 Murray Street
Peterborough ON

Mailing Address: Peterborough Singers
P.O Box 2146
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Social Media: <http://www.peterboroughsingers.com>
<https://www.facebook.com/PeterboroughSingers/>
<https://twitter.com/PtboSingers>

1. OUR IDENTITY

1.1. Vision Statement

“Enriching our community through Choral music”

1.1 Mission Statement

The Peterborough singers is a welcoming choir with a reputation for excellence, dedicated to enriching and transforming lives through the learning, singing and sharing of choral music in our community.

1.2 The Choir

The Peterborough Singers is a highly-regarded auditioned ensemble of over 100 voices which sings under the leadership of Artistic Director Sydney Birrell. Dedicated to choral excellence over a wide range of genres, the group attracts singers from a wide radius around Peterborough. Guest conductors and world-class soloists enjoy performing with the Peterborough Singers, and the group regularly commissions works from leading Canadian composers. Each year, the Peterborough Singers presents a well-attended subscription series of four concerts, including a December Messiah performance, an oratorio in the spring, and lighter fare for the November and February concerts. The choir also appears at special events throughout the Peterborough community. The group reached the finals of the CBC Radio Choral Competition for Amateur Choirs in 2004, and in 2007 & 2011 we performed evensong at Winchester Cathedral in England. The Singers have also performed at Roy Thomson Hall on several occasions. In the summer of 2017 a number of Singers sang at York Minster Cathedral in York, England. Our current season will mark 27 years of bringing excellent choral music to Peterborough and beyond.

1.2. The Artistic Director

Sydney Birrell, F.R.C.O, G.R.S.M., A.R.C.M. is the founder and conductor of the Peterborough Singers, and organist at Lakefield College School. Syd was born in Sarnia, Ontario, and began his career as a young chorister at St. George’s Anglican Church, Montreal. He studied at the Royal School of Church Music in London, England, and the Royal College of Music, winning a Sawyer Prize in Organ performance. Returning to Canada in 1975, he took the post of organist and choirmaster at St. John’s Anglican Church in Peterborough until 1984. He then became the organist and choirmaster at Murray Street Baptist Church for 25 years. Syd performs regularly and has given organ recitals across Canada, in Mexico and the USA and has been the organist and choir master of All Saints Anglican Church in Peterborough for the past four years. .

Outside of music, Syd is well known in Canadian paediatric cancer research circles for his work in raising awareness and funds to find a cure for neuroblastoma, a childhood cancer, through the James Birrell Fund for Neuroblastoma Research at Sick Kids Hospital in Toronto. Syd is a published writer, and an inspirational speaker for the National Speaker’s Bureau.

1.3. The Board of Directors and Staff

	Name	Title
Staff	Syd Birrell	Artistic Director
	Peg McCracken	Business Manager
	Anne Normand	Rehearsal Accompanist
	Shelley Marchand	Office Assistance
Board of Directors		
	Carey Gibson	Board Chair
	Johanna Bousfield	Vice Chair
	Marvyn Hall	Treasurer
	Neil Macdonald	Secretary
	Sarah McGuire	Fundraising
	Sarah Martens	Marketing/Social Media
	Erinn Burke	Member @ large
	Alan Wotherspoon	Governance

1.4. Section Leaders

Section	Name	Email	Phone
Soprano I	Jovanna Soligo	jsjourney@cogeco.ca	705 768 4272
	Christie Smith- Favit	smithfavit@yahoo.com	705 742 4043
Soprano II	Victoria Bruce	toribruce@hotmail.com	705 761 5880
	Karen Caddigan	caddigan@cogeco.ca	705 743 1830
Alto	Johanna Bousfield	jlbousfield@live.com	705-749-2102
	Karyn McKnight	karynmck@hotmail.ca	705 750-7254
Tenor	Rick Hilts	rwhilts@gmail.com	705-748-3803
Bass	Jeff Lawrence	jmlawrence1494@gmail.com	705-874-3066

2. FEES

2.1. Choir Fees

The annual fee for singing in the choir is \$200.00 (students \$100.00). Those who audition are asked to pay immediately after their successful audition; others are asked to pay at the last rehearsal in May or at the first rehearsal in September. If you are experiencing financial difficulties, please talk to the Business Manager. We will find a way to assist you with your membership. If you can pay a little more in order help someone else we would greatly appreciate your assistance.

3. MUSIC

Librarian – Mary-Claire Nepotiuk

Library Assistants – Madeleine McDonald & Sue Devereux

3.1. Music Deposit

A music deposit of **\$50.00** is required at the time of joining the choir. This deposit covers the cost of the rental of a black concert folder and partial replacement of lost music. The deposit will be returned when you leave the choir if all music and the black folder are returned in satisfactory condition. The office collects and refunds the music deposit.

3.2. Music Distribution

At the beginning of the season, each singer is assigned a music library number. Singers must sign out each selection of music through the Music Librarian. Music must be returned promptly at the end of each concert. If, for some reason, you cannot attend the concert, ensure that you return your music to the librarian prior to the concert.

Music is either the property of the Peterborough Singers or it has been rented from other organizations. It is very costly and difficult to replace. Please look after it carefully. Make pencil markings neatly and legibly. Unless you have purchased the music, never use highlighter or pen to mark the part you sing.

4. TICKETS

4.1. Choir Ticket-Selling Expectations

Membership fees pay for just a small fraction of choir costs and therefore the expectation is that each choir member will sell single tickets (4 per performance) and series subscriptions (3 to 4 per season).

You can also email ticket requests to Karen Taylor
karen.mac.taylor@gmail.com Please send requests by Tuesday

4.2. Ticket Distribution Process

5. REHEARSALS

Scent Policy	<p><i>Because of a number of members with serious allergies, it is essential that <u>NO SCENTS</u> of any kind be used for Peterborough Singers rehearsals and events. Do not use any scented deodorant, hairspray, hair gel, aftershave or scented laundry detergent for rehearsals or concerts.</i></p> <p><i>Failure to comply may result in your removal.</i></p>
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5.1. Seasonal Schedule

At the beginning of the season, choir members are provided with a schedule of important dates (titled Dates_Dates_Dates) that indicates rehearsal, concert, and special event dates and locations. This list is initially provided by email but is also available on the Members' website (see Section 6.3) or upon request from your section leader or the Business Manager.

5.2. Rehearsal Location

Weekly rehearsals are held at Murray St. Baptist Church unless otherwise indicated. The church is located at 175 Murray Street opposite Confederation Park. Parking is also available in the Armouries lot across the street from the Church.

Removal of outdoor footwear in bad weather is requested by Murray Street Church; please bring slippers.

5.3. Rehearsal Frequency

Rehearsals are held on Wednesdays from 7:30 to 9:30 p.m. ***Members of the choir are expected to be ready to start singing promptly at 7:30.*** You are asked to arrive around 7:15 and often earlier if there are tickets/music to be picked up or sectional rehearsals.

Rehearsals start the first Wednesday in September and run until the May concert. There are no rehearsals over the Christmas holidays but they resume the first Wednesday in January. Rehearsals continue through March break.

5.4. Sectional Rehearsals

At times, sectional rehearsals are required and they typically start at 7:00 p.m. or as indicated by the Artistic Director. The need for sectional rehearsals is usually indicated the week prior, so please anticipate that sometimes during the year you will be required to come early.

5.5. Rehearsal Routines

Each week when you arrive, check in your attendance. Each section has its own clipboard, usually at the first table in the entrance.

Make sure to wear your name tag at each rehearsal. Name tags for new members will be provided at the beginning of the season. If you need a replacement name tag, contact your section leader. Do not leave valuables in Webb Hall. Bring everything into the rehearsal space.

Please bring a supply of pencils with erasers to mark your score.

There is a break at each rehearsal during which juice is provided. A small donation for the cost of juice is requested.

Because of a number of members with serious allergies, it is essential that NO SCENTS of any kind be used for Peterborough Singers rehearsals & events.

5.6. Absences

No one is allowed to miss more than **two** rehearsals prior to a concert or to miss a dress rehearsal. Communication with the Director is required in order to join a performance if attendance has been lacking.

If you are unable to attend a rehearsal or concert for any reason you **must** contact your section leader by email or telephone (See Section 1) prior to the rehearsal or concert.

5.7. Homework

Members are expected to do homework between rehearsals, learning the notes and be ready to sing competently at rehearsals. Specific homework requirements are assigned each week by the Artistic Director.

Resources to help with homework such as pronunciation guides and practice tracks are made available on the Members' website (See Section 6.3). Occasionally, practice CDs will be available for a nominal fee.

6. COMMUNICATION

6.1. Email

Email is one of the most important means of communication within the Peterborough Singers. During the season you will receive at least two emails per week to keep you informed. The first is a homework email from Syd informing you about any sectional rehearsals and the selections you are to prepare. If you

don't have email you are responsible for getting the homework from another member or the office.

The second, from the Business Manager, contains special announcements, information about organizational matters, concerts, fundraisers and other choir-related events.

Emails may also be sent from board members, fundraising, ticketing, and membership as well as your section leaders.

Please notify the office if your email address changes. Contact the office if you have any problems receiving emails. You can reach the office at singers@peterboroughsingers.com.

Please refer to our privacy policy (Appendix A). All information collected on members & supporters is collected, held, and used in accordance with PIPEDA.

6.2. Official Website

Our official website is www.peterboroughsingers.com. Here we connect with our audience, donors and sponsors, and the wider community and provide them with essential information about our concerts, tickets, donations etc. The site is updated regularly to reflect concert reviews and interest items on soloists and musical works.

6.3. Members Website

A private website with resources just for the Singers is available at www.peterboroughsingers.com/members. To login to the site, use the following:

Username = singers

Password = 2sing13

On this site you'll find practice tracks, pronunciation guides, the seasonal schedule, this handbook, & chorister photos.

6.4 Rehearsal Bulletin Board

A Bulletin Board is provided at rehearsals for members to post events and information. We do not email events that are not related to the Singers.

6.5 Facebook

Type "Peterborough Singers" into the search box on Facebook and under Groups, choose the 'Closed Group' and request to be added.

Peterborough Singers Social Media Policy

Policy Brief & Purpose

Our social media policy provides a framework for using social media. Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. This policy provides practical advice to avoid issues that might arise by careless use of social media in the promotion of the choir.

Objective

To promote the visibility of the Peterborough Singers online in a positive light that highlights our talent, skill and musicianship. To promote concert tickets sales and attendance to our various fundraising, community events and to promote up and coming talent in the music and arts community.

Scope

We expect all our choir members, volunteers and employees to follow this policy.

Official Platforms

Our Website: www.peterboroughsingers.ca, Facebook, Twitter, Instagram, and YouTube

Coordinators

Social Media Administrator(s):

Sarah Martens – smartens915@gmail.com,

Contributors: All Board Members, Committee Members and Choir Members

Contributors please forward content that you wish to have shared to the Social Media Administrator(s) for distribution through official social media channels.

Policy Elements

“Social media” refers to a variety of online communities like blogs, social networks, chat rooms and forums. This policy covers all of them. We consider two different elements: using personal social media and representing our choir through social media.

Using personal social media

We allow members to access their personal accounts at rehearsal. But, we expect them to act responsibly and ensure their productivity isn't affected. Using social media excessively while at rehearsal can reduce efficiency and concentration. Whether members are using their accounts for business or personal purposes, they may easily get sidetracked.

We advise our members to:

- Ensure others know that personal accounts or statements don't represent our organization. Members shouldn't state or imply that their personal opinions and content are authorized or endorsed by our organization. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.
- Avoid sharing intellectual property like trademarks on a personal account without approval. Confidentiality policies and laws always apply.
- Avoid any defamatory, offensive or derogatory content.
- Members are encouraged to be fans and follow our on-line content. We encourage members to *share*, *mention*, and *retweet* as appropriate.

Representing our Organization

Some members represent our organization by handling the choir's social media accounts or speak on our organization's behalf. We expect them to act carefully and responsibly to protect our organization's image and reputation. Members should:

- Be respectful, polite and patient, when engaging in conversations on our choir's behalf. They should be extra careful when making declarations or promises towards patrons and sponsors
- Avoid speaking on matters outside their field of expertise when possible. Everyone should be careful not to answer questions or make statements that fall under somebody else's responsibility
- Follow our confidentiality policy and observe laws on copyright, trademarks, plagiarism and fair use
- Inform our [PR/Marketing department] when they're about to share any major-impact content
- Avoid deleting or ignoring comments for no reason. They should listen and reply to criticism.
- Never post discriminatory, offensive or libelous content and commentary
- Correct or remove any misleading or false content as quickly as possible

Disciplinary Consequences

We'll monitor all social media postings on our choir's accounts.

We may have to take disciplinary action leading up to and including dismissal if members do not

follow this policy's guidelines. Examples of non-conformity with the member social media policy

include but are not limited to:

- Disclosing confidential information through personal or corporate accounts
- Directing offensive comments towards other members of the online community

7. CONCERTS

Scent Policy	<p><i>Because of a number of members with serious allergies, it is essential that NO SCENTS of any kind be used for Peterborough Singers events. Do not use any scented deodorant, hairspray, hair gel or aftershave for rehearsals or concerts.</i></p> <p><i>Failure to comply may result in your removal.</i></p>
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7.1 Dress Rehearsals

Dress rehearsals are usually held the evening prior to each concert, but at times they are held on concert days. The date, time and location of each dress rehearsal are usually published in the **Dates_Dates_Dates** document, although any changes will be communicated by the Business Manager in the weekly email.

All members must attend the dress rehearsal in order to be aware of last minute changes, seating, concert protocol, and to ensure flawless coordination with accompanying musicians. **Singers may not miss a dress rehearsal without permission from the Artistic Director.**

Seating for concerts is generally determined at least two rehearsals prior to each concert. Any issues with seating are worked out prior to or during the dress rehearsal by the seating coordinator.

You are not required to wear concert attire to the dress rehearsal unless otherwise specified.

7.2 Concert Etiquette

Arrive 45 minutes early so that warm-up can begin promptly 30 minutes prior to the concert.

In order to ensure a professional presentation, please do not talk amongst yourselves once you have been seated for the performance. Do not carry items such as water bottles and

purses with you into the auditorium. If you need to have cough drops please ensure they do not have noisy wrappers. Please do not carry cell phones, and turn off pagers, noisy watches etc. Once you enter the auditorium and move to your seat, remain standing until directed to sit down. No videotaping or recording or photography is allowed during concerts without prior authorization.

7.3 Concert Dress

Women

- Long-sleeved or ¾ sleeved black top (turtle neck, blouse, sweater, suit jacket) with minimum of glitzy trim in a modest style
- Long black skirt or black dress pants
- Black stockings and shoes
- February concert please add a solid bright coloured pashmina

Men

- Black tuxedo or black suit
- White dress shirt
- Black bow tie
- Black dress socks and black dress shoes
- February concert is black shirt & no jacket

Membership in the Peterborough Singers is open to members of the community by audition. Choir members must re-audition every other May. This is an opportunity to assess each individual member's commitment to the choir, attendance and singing ability. Sopranos and tenors alternate audition years with basses and altos. In May 2019, Sopranos and Tenors will re-audition for the 2019 – 20 concert season.

All choir members are encouraged to seek out potential new members.

8. VOLUNTEERS

It is mandatory for all choir members to volunteer for the Peterborough Singers in some capacity. If you have not already done so please fill out our volunteer sheet indicating which areas you are interested in helping.

And yes, even if you have a very busy life or do not live in Peterborough, there are many small tasks that do not involve a large amount of time, but make a big difference in helping to share the workload. Please contact the Business Manager if you have any question.

Appendix A

The Personal Information Protection and Electronic Documents Act (PIPEDA) came into effect on January 1, 2004. This legislation governs how personal information gathered from choir members, ticket subscribers, patrons and donors is collected, stored, shared and used.

PRIVACY POLICY

The Peterborough Singers and its Board of Directors are committed to respecting the personal information of all its patrons, members, volunteers, staff, and members of the board of directors. It is the aim of the following policies to protect the privacy of all the groups named here who are involved with the Peterborough Singers.

Defining Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual. Exceptions: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

Collection of Information

Peterborough Singers collects personal information (such as address or ticket history) only from ticket-buyers, members, donors and others who have actively shown or are likely to show an interest in the organization.

Individuals will be informed about the purposes for which their information will be used.

Storage of Information

Personal information is stored in our database(s) and in hard copy files. Only designated members of the Board of Directors, or individuals specifically authorized by the Board have access to this information.

Use of Information

Peterborough Singers uses personal information to better serve its members and patrons and to expand its community. Primarily, this includes: mailings (by post or electronic) and phone calls a) to provide information about tickets, memberships and donations b) to thank supporters and issue tax receipts c) to invite members and supporters to special events d) to sell subscriptions, tickets and solicit donations

Peterborough Singers is committed to using personal information in a respectful and useful way. Patrons, members and supporters will receive information that we believe will be in their interest. Peterborough Singers is also committed to making sure patrons, members and donors do not receive more than a reasonable number of letters or phone calls.

If an individual requests that his/her personal information not be used for one of the purposes as noted above, or for any other purpose, that request will be honoured. The individual's account will be updated accordingly.

Disclosure of Information

Peterborough Singers does not disclose the personal information of members, subscribers or donors to any third party, without prior notification to the specific group within the Peterborough Singers. The specific group(s) will be notified of the specific intent for the disclosure of the personal information.

Contact Information

Questions or comments regarding this policy, or the administration of the *Privacy Act* may be directed to the Chair person on the Board of Directors, who will be the designated representative under PIPED

