Peachtree Road United Methodist Church
CHILDREN’S AND YOUTH CHOIRS 2014-2015
Parent and Singer Handbook

Kathy Fletcher, Director
Jo Grodzicki, Cherub Choirs
Sally Westmoreland, Carol Choir
Nicole Marane, Chimes and Handbells
Greg Matteson, Accompanist
Tamara Witt, Assistant
Elizabeth Holmes, Chairman, Parent Choir Guild
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Welcome to the Children’s and Youth Choirs of PRUMC!

*To grow, to serve, and to lead*

**To grow . . .**

We all want our children to grow in their faith and grow in the ways of the church. A great way to do this is through choir, where we experience the joy of music in worship, and celebrate God’s blessings with the congregation.

**To serve . . .**

Children have naturally generous spirits and desire to serve in their church and community where many areas of service are not open to them. As member of a choir, children get one of their first opportunities to serve as part of something larger than themselves.

**To lead . . .**

Leadership within the church can be one of the most powerful ways to worship our Lord. Choir gives children an important role in the church and in worship at an early age, helping them to learn and practice those important leadership skills.

**Our Goal. . .**

To produce beautiful, expressive singing in an environment of love and acceptance for each child in the choir.

As part of the Children’s and Youth Choirs, we hope to help your child develop:

- Singing and musical skills
- Listening skills
- The ability to focus
- Self-discipline
- Group coordination and social skills
- A community focus, working towards team goals
- Leadership skills
- Appropriate behavior in front of congregation or audience
- A deeper understanding of worship

Thank you for bringing your child to Peachtree Road’s children’s and youth choirs. We will all grow in God’s word and give of ourselves by singing and playing music to glorify Him!
Peachtree Road United Methodist Church
CHILDREN’S AND YOUTH MUSIC 2014-15
Rehearsal Schedule and Information

<table>
<thead>
<tr>
<th>CHOIR</th>
<th>AGE/GRADE</th>
<th>DAY</th>
<th>TIME</th>
<th>LOCATION</th>
<th>DIRECTOR</th>
<th>CHOR GUILD</th>
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<tbody>
<tr>
<td><strong>CHILDREN’S CHOIRS AND BELLS</strong></td>
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<tr>
<td>Cherub</td>
<td>4 (by 9/1/14)</td>
<td>Wednesday</td>
<td>5:00-5:45pm</td>
<td>D323*</td>
<td>Jo Grodzicki</td>
<td>Kimberly Fess</td>
</tr>
<tr>
<td>Carol</td>
<td>Kindergarten</td>
<td>Wednesday</td>
<td>5:00-5:45pm</td>
<td>D316*</td>
<td>Sally Westmoreland</td>
<td>Heather Bradford</td>
</tr>
<tr>
<td>Covenant</td>
<td>Grades 1 &amp; 2</td>
<td>Wednesday</td>
<td>5:00-5:45pm</td>
<td>B125*</td>
<td>Kathy Fletcher</td>
<td>Amy Chan</td>
</tr>
<tr>
<td>Celebration</td>
<td>Grades 3-5</td>
<td>Wednesday</td>
<td>5:45-6:30pm</td>
<td>B125*</td>
<td>Kathy Fletcher</td>
<td>Katherine Welden Shelley Weymouth</td>
</tr>
<tr>
<td>Steeple Chimes</td>
<td>Grades 1 &amp; 2</td>
<td>Wednesday</td>
<td>5:45-6:15pm</td>
<td>Handbell Room</td>
<td>Nicole Marane</td>
<td>Lisa Ellinger</td>
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<tr>
<td><strong>YOUTH CHOIRS AND BELLS</strong></td>
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<tr>
<td>Doxology</td>
<td>Grades 6-12</td>
<td>Sunday</td>
<td>4:00-5:00pm</td>
<td>Music Suite</td>
<td>Kathy Fletcher</td>
<td>Tracy Noble Amy Van-Landingham Holly Wells</td>
</tr>
<tr>
<td>Peachtree Ringers</td>
<td>Grades 3-5</td>
<td>Wednesday</td>
<td>5:00-5:45pm</td>
<td>Handbell Room</td>
<td>Nicole Marane</td>
<td>Brittany Charron</td>
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<tr>
<td></td>
<td>Grades 5-12</td>
<td>Sunday</td>
<td>4:45-5:30pm</td>
<td>Handbell Room</td>
<td>Nicole Marane</td>
<td>TBA</td>
</tr>
</tbody>
</table>

*D323 - Children’s Building Third Floor Music Room
*D316 - Children’s Building Third Floor Assembly Room
*B125 - Children’s Choir room around the corner from the Hospitality Suite
*Music Suite/Handbell Room - Adult choir area located under the sanctuary, near the Dogwood Store
## Important Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td><strong>STAFF</strong></td>
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<tr>
<td>Kathy Fletcher</td>
<td>Director, Children’s and Youth Music</td>
<td>404-240-8290</td>
<td><a href="mailto:kathyf@prumc.org">kathyf@prumc.org</a></td>
</tr>
<tr>
<td>Nicole Marane</td>
<td>Director, Steeple Chimes and Peachtree Ringers</td>
<td>404-240-8206</td>
<td><a href="mailto:nicolem@prumc.org">nicolem@prumc.org</a></td>
</tr>
<tr>
<td>Tamara Witt</td>
<td>Assistant, Children’s and Youth Music</td>
<td>404-240-8336</td>
<td><a href="mailto:tamaraw@prumc.org">tamaraw@prumc.org</a></td>
</tr>
<tr>
<td>Jo Grodzicki</td>
<td>Director, Cherub Choir</td>
<td>404-538-8691</td>
<td><a href="mailto:jgrodzicki@msn.com">jgrodzicki@msn.com</a></td>
</tr>
<tr>
<td>Sally Westmoreland</td>
<td>Director, Carol Choir</td>
<td>404-354-4845</td>
<td><a href="mailto:westmosa@gmail.com">westmosa@gmail.com</a></td>
</tr>
<tr>
<td>Greg Matteson</td>
<td>Accompanist, Children’s and Youth Choirs</td>
<td>404-783-6121</td>
<td><a href="mailto:greg.h.matteson@gmail.com">greg.h.matteson@gmail.com</a></td>
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<tr>
<td><strong>VOLUNTEERS</strong></td>
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<tr>
<td>Elizabeth Holmes</td>
<td>Chairman, Parent Choir Guild</td>
<td>404-355-8837</td>
<td><a href="mailto:elizabethholmes@gmail.com">elizabethholmes@gmail.com</a></td>
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<td></td>
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<td>404-784-2301</td>
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<tr>
<td>Kimberly Fess</td>
<td>Cherub Choir Guild Rep</td>
<td>678-778-8354</td>
<td><a href="mailto:kgrayfess@gmail.com">kgrayfess@gmail.com</a></td>
</tr>
<tr>
<td>Heather Bradford</td>
<td>Carol Choir Guild Rep</td>
<td>678-243-8062</td>
<td><a href="mailto:bradford915@gmail.com">bradford915@gmail.com</a></td>
</tr>
<tr>
<td>Amy Chan</td>
<td>Covenant Choir Guild Rep</td>
<td>404-348-4801</td>
<td><a href="mailto:amyinbelgium2004@yahoo.com">amyinbelgium2004@yahoo.com</a></td>
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<tr>
<td></td>
<td></td>
<td>678-777-5778</td>
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</tr>
<tr>
<td>Katherine Welden</td>
<td>Celebration Choir Guild Rep</td>
<td>404-405-2812</td>
<td><a href="mailto:kwelden@comcast.net">kwelden@comcast.net</a></td>
</tr>
<tr>
<td>Shelley Weymouth</td>
<td></td>
<td>404-405-2813</td>
<td><a href="mailto:shelleyweymouth@gmail.com">shelleyweymouth@gmail.com</a></td>
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<td>404-252-4236</td>
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<td></td>
<td>404-550-4236</td>
<td></td>
</tr>
<tr>
<td>Tracy Noble</td>
<td>Doxology Choir Guild Rep</td>
<td>404-695-1072</td>
<td><a href="mailto:tracynoble1@comcast.net">tracynoble1@comcast.net</a></td>
</tr>
<tr>
<td>Amy Van Landingham</td>
<td></td>
<td>404-847-6627</td>
<td><a href="mailto:vanlandinghama@me.com">vanlandinghama@me.com</a></td>
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<td></td>
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<td>404-520-5784</td>
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<tr>
<td>Holly Wells</td>
<td></td>
<td>404-841-9075</td>
<td><a href="mailto:hmwells@comcast.net">hmwells@comcast.net</a></td>
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<tr>
<td></td>
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<td>404-518-8075</td>
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</tr>
<tr>
<td>Lisa Ellinger</td>
<td>Steeple Chimes Choir Guild Rep</td>
<td>404-246-1393</td>
<td><a href="mailto:ellinglr@comcast.net">ellinglr@comcast.net</a></td>
</tr>
<tr>
<td>Brittany Charron</td>
<td>Wednesday P’tree Ringers Choir Guild Rep</td>
<td>404-308-9345</td>
<td><a href="mailto:bbcharron@mac.com">bbcharron@mac.com</a></td>
</tr>
<tr>
<td>Kim Daugherty</td>
<td>Sunday P’Trees Ringers Choir Guild Rep</td>
<td>404-275-5638</td>
<td><a href="mailto:kimagey@comcast.net">kimagey@comcast.net</a></td>
</tr>
</tbody>
</table>
Peachtree Road United Methodist Church
CHILDREN’S AND YOUTH CHOIRS 2014-15
Discipline and Safety Policy

To ensure the safety and success of all children participating in PRUMC Children and Youth Choirs, the following guidelines MUST be maintained by all participants.

Safety

- All children must be signed in and signed out of every children’s choir rehearsal by an approved guardian. No child will be released out of the choir rehearsal without an approved guardian. If you are picking up other children than your own, please sign out every child you are collecting. Doxology youth choir members will sign themselves in and out of rehearsals.

- No child or youth may leave a rehearsal without supervision.

- A parent release form is required for each child. This form includes an emergency contact number which will be used for medical emergencies as well as disciplinary issues.

Discipline

- No child will be allowed to disrupt the learning of others during a choir rehearsal.

- All children will be given at least 3 opportunities during the rehearsal to participate in a positive way. (We will use age-appropriate methods unique to each choir.)

- If a behavior problem during rehearsal persists, your child will be given (1) a warning, (2) separation from the other children, (3) time in the hallway with an adult. If the behavior problem continues, the emergency contact number will be called, and the parent or guardian will be expected to come and pick up the child from rehearsal.

Remember the four Be’s:
- Be on time
- Be prepared
- Behave
- Be a musical witness of God’s Word in song

Note - a removal from rehearsal is the very last resort of the directors. It is very important to us that your children attend rehearsals and participate to their fullest ability; however, disruptive and/or harmful behavior will not be tolerated.
Peachtree Road United Methodist Church
CHILDREN’S AND YOUTH CHOIRS 2014-15
Expectations for Singers

- Come to rehearsals, not just presentations
- Come to presentations, not just rehearsals
- Be on time for all rehearsals and presentations
- Please use the bathroom before coming to rehearsal -- leaving rehearsal to go to the bathroom causes an interruption in singing and learning for the whole choir
- No gum, food, or drinks
- No toys -- leave all toys at home or in the car; they can cause major distraction
- Absolutely NO playing the piano without permission
- Pay attention to the director
- Respect ALL adults
- Listen, listen, listen
- Sing, sing, SING!

IF YOU MUST MISS A REHEARSAL OR PRESENTATION, PLEASE CALL OR E-MAIL YOUR CHOIR DIRECTOR AS FAR IN ADVANCE AS POSSIBLE! ATTENDANCE IS IMPORTANT -- THE NUMBER OF CHILDREN WHO REHEARSE REGULARLY DIRECTLY AFFECTS THE MUSICAL RESULTS WHEN THE CHOIR SINGS IN WORSHIP OR OTHER PRESENTATIONS.
Expectations for Parent Volunteers

All parents are required to assist in rehearsals and/or church presentations

*** Parents should expect to put in at least four volunteer hours throughout the choir year ***
(That is one rehearsal and one performance per semester.)

Rehearsal assistants should:

- Arrive 5 minutes early to rehearsal so that you can be prepared to greet choir members as they are dropped off
- Facilitate the signing in and out of children at choir rehearsals (NO CHILD CAN LEAVE A REHEARSAL UNSUPERVISED)
- Escort children to and from bathroom, and help children with illness, including calling the emergency contact
- Be proactive during rehearsals; turn your phone to silent, and please do not chat, text, or email during rehearsal time
- Move among the children or youth during the rehearsals
- Stop any talking or other inappropriate behavior of choir members by placing your hand on the shoulder of the offender, moving child/youth to a different seat, etc. (see discipline and safety rules)
- Be nice, but firm -- your director is counting on you to maintain order so that she can teach the music!
- Assist choir director as needed by passing out music, instruments, props, etc.
- Be positive and encouraging at all times

Note: If you are assisting with a church presentation or musical, you must attend the rehearsal immediately preceding that presentation. Specific instructions will be given as to what is expected during the presentation, and we want our adult assistants to be as prepared as the children!
Peachtree Road United Methodist Church
CHILDREN’S AND YOUTH MUSIC 2014-15
Choir Guild Representative Responsibilities

First and foremost, the Choir Guild Representative is the point of contact between the Choir Director, the Choir Guild Chairman and the parents of your choir members. You may receive information from either the Choir Director or the Choir Guild Chairman throughout the year, and you will be expected to share that information with your choir parents. Listed below are the typical tasks that will be asked of you during your tenure as Choir Guild Rep.

Attend the Choir Kick-Off to meet your choir parents -- This is a great time to start the recruitment process. (Does not apply to Doxology and Peachtree Ringers.)

Assist choir directors in distributing the Choir Handbook to each choir family -- You may have to attend the first few rehearsals yourself to make sure things are running smoothly and can take that opportunity to check with parents who may not have attended the choir kick-off to make sure they have the handbook and calendar and that they have signed up to assist.

Recruit and assign rehearsal assistants -- Using the provided list of choir members/contact information, contact all choir parents and assign them to rehearsal assistant openings. In most choirs, parents will need to volunteer multiple times during the year to fill the spaces needed.

Remind rehearsal assistants -- Send out e-mail reminders or call rehearsal assistants each week to remind them of their assigned duty.

Recruit and assign worship assistants -- Each time a choir sings in worship or in a presentation, parent assistants will be needed. Your choir director will let you know how many parents are needed to help each time, and will give the volunteers their instructions. These volunteers must also attend the rehearsal prior to the presentation so that they know what to do, so you will be recruiting for both positions at the same time.

Remind worship assistants -- Send out e-mail reminder or call worship assistants to remind them of both their rehearsal and presentation commitments.

Recruit parents to coordinate choir member gifts -- Kathy Fletcher will have instructions for each choir regarding Christmas gifts for the choir children. The volunteer MAY have to purchase the gifts, wrap them, and deliver them to choir rehearsal, depending on the nature of the gift. This volunteer will be reimbursed for expenses.
Choir Guild Representative Responsibilities continued. . .

Recruit parents to assist with the musical -- These jobs may include collecting money, decorating the tables, setting up and decorating the stage, gathering props, collecting or making costumes, coordinating the dessert buffet, and other related tasks. Your choir director will let you know what is needed in advance.

Coordinate tee shirt ordering for musical -- USUALLY each child wears a themed tee shirt as a “costume” for the musical. The choir guild rep will be responsible for collecting money for the tee shirts and distributing the tee shirts at a rehearsal prior to the musical. You will coordinate this with the staff choir assistant. (This does not apply to Doxology and Handbells.)