



# One World Singers Member Handbook

Welcome! We are delighted that you have joined us to experience the joy of singing with the One World Singers, a historical community chorus in the Denver Metropolitan area. Our mission:

*The One World Singers seeks to promote understanding of our common humanity. The organization realizes this goal by performing choral music from diverse cultures and traditions; nurturing the musical abilities of all who wish to sing; presenting free and paid admission concerts in the local community; and touring regionally, nationally and internationally.*

This handbook has been prepared to assist you in participating fully as a member of the chorus.

## Requirements for Joining One World Singers

Membership in One World Singers is open to all who wish to sing, without formal audition. The Music Director may hear new members for section placement.

Dues are \$130 per semester, payable at the first rehearsal in August/September and January. New members will pay half price for their first semester's dues in the chorus and pay full price after that time. Limited scholarships are available to those who find the dues financially difficult.

New members are encouraged to join within the first four rehearsals in order to sing in an upcoming concert, though this requirement may be waived by the Music Director.

## Expectations of Members

One World Singers is a collaborative, non-profit organization, and cannot produce beautiful music or operate effectively without the help of its members. Therefore, please be familiar with the following expectations of membership:

1. Members pay dues of \$130 per semester at the first rehearsal of that semester. New members pay half of that amount their first semester.
2. Members are part of a team and commit to contributing their abilities to the benefit of the One World Singers concert product.
3. Members commit to attending at least 80% of all rehearsals and to notifying their section leader if they will be absent. We understand that travel and illness can sometimes prevent people from attending 80% of rehearsals, but in that case members are expected to work on the music so that they can learn the material on their own. They will also attend sectionals to the best of their ability if held outside regular rehearsal times.

4. If members must miss a rehearsal, they will contact their section leader or others in their section to obtain music markings missed in their absence.
5. Members will study the music in between rehearsals, using aids such as rehearsal tracks or YouTube videos. If they are having trouble with a particular section, they will contact the section leader or the Music Director for help.
6. Members will purchase a black folder to hold music. Some members choose a formal folder that is intended for music; some choose a regular 3-ring binder.
7. One World Singers is a volunteer organization, and as such, we cannot operate without the help of its members! There are many opportunities to help by working on a committee, showing up early to help set up, helping clean up after rehearsals, etc.
8. One World Singers is a non-profit organization, and we rely on our members to help sell tickets and to participate in fundraising efforts.

## Rehearsal and Concert Information

### Timing:

The One World Singers season is from August/September through May each year, with the summer months being off.

Rehearsals start in late August or early September, with a concert in early December. After a winter holiday break, rehearsals begin again in early January with a concert in mid- to late March. Rehearsals resume immediately following this concert and continue until our final concert of the year in May. Following this final concert there are no rehearsals until the following August or September.

Rehearsals are held on Thursday evenings from 7:00 to 9:00 p.m. at St. Thomas Episcopal Church, 2201 Dexter St., Denver 80201. The last Thursday rehearsal before each concert will be the dress rehearsal and should be considered required.

Most concerts are also held at St. Thomas and are usually held on Friday evening starting at 7:30 p.m. and Saturday afternoon starting at 3:00. Occasionally we will hold concerts in other locations, especially if we are collaborating with another group.

### Social Opportunities:

One World Singers is made up of people who love to sing, but who also love the camaraderie of being together. We have several opportunities for getting together, just to have fun!

- After-rehearsal social time: After rehearsal, some members bring drinks and snacks to share and stay around for conversation. If you like, you can donate to a refreshments fund rather than bringing your own.
- Twice each semester OWS has "Goodie Nights" during which rehearsal ends early and members bring more substantial snacks and beverages for a longer social hour. We take turns for this – one night is sponsored by Tenors and Sopranos, the other is hosted by Altos and Basses. The dates are announced by the Chorus Manager.
- The first rehearsal of the year, held in late August or early September, is a potluck, held in the courtyard of St. Thomas, where we share food and drink and catch up with each other after the summer hiatus. There is usually a short business meeting, and the Music Director announces his thoughts on the coming year.

## Concert Dress:

Concert dress will be determined prior to each concert, but generally falls into two categories: Formal concert attire and casual attire.

Formal attire includes:

- For men: Tuxedo or dark suit, white tuxedo shirt, bow tie (usually black, but sometimes red for holiday concerts), sometimes cummerbund, black shoes and black socks.
- For women: Black concert dress, either full length or mid-calf; or black slacks and black top; both should have full-length or  $\frac{3}{4}$  length sleeves. Black hose or socks and black shoes (no sandals).

Informal attire can vary. For concerts in the past, we have worn black slacks with One World Singers shirts; black slacks with jewel-toned tops; black slacks with white tops and scarves.

## Governance:

One World Singers is governed by a Board of Directors which:

- Reviews and approves the organization's mission and strategic plans,
- Reviews and approves an annual budget and key financial transactions,
- Reviews and approves compensation practices and policies,
- Provides oversight and direction for the Music Director,
- Ensures legal and ethical integrity and maintains accountability and
- Enhances the organization's public standing.

The Board is made up of Officers (President, Vice President, Secretary, Treasurer), Trustees (at-large members) and non-voting members (the Chorus Manager, Music Director and Historian). The number of trustees is flexible, and members are encouraged to consider joining the Board as a way of contributing to the organization.

Meetings are held every four to six weeks, usually via Zoom, and last about an hour. Current Board members may be found on the "Contacts" page of this document.

## Committees:

As is true of all nonprofits, One World Singers cannot operate effectively without the participation of its members. Members are encouraged to join at least one committee, or to help in some other way. Here is a list of committees and other opportunities available to you:

- **Food Committee:** This committee helps organize and put together our after-concert receptions, including decorating tables, obtaining and putting out snacks and beverages, etc. They also help on "Goodie Nights".
- **Ticket Committee:** This committee works with the webmaster to keep track of tickets sold online and to sell tickets in person to members prior to the concert. On concert night, the committee sells tickets at the door. In addition, the committee tracks the attendance at concerts, including the counties in which attendees reside (information needed for our government grants).
- **Concert Setup Committee:** This committee assists in getting the concert venue ready for the concert, including communicating with the hired helper to set up risers on designated dates and

layouts for the concert and obtaining payment from the Treasurer. This requires communication with the Music Director as to how the concert venue is to be set up.

- **Membership Committee:** This committee works to increase the membership of the chorus using online and other methods, based on a plan they will develop.
- **Other Committees:** Other committees have been established over time and may be again, so be open to volunteering when asked!

## Other Ways to Help

Aside from being a member of an “official” committee, other ways you can help include:

- Arrive at rehearsal early (6:00 – 6:15) to help set up chairs.
- Help return chairs and tables to their pre-rehearsal layout after rehearsal. Members generally put away their chairs, but we need to put tables and chairs in their proper places and move the piano to the side of the room.
- Participate in the yearly fundraising auction and bake sale by either donating item(s) or purchasing items.

## Leadership:

One World Singers has paid and volunteer leadership. Paid leadership includes:

- **Music Director:** The Music Director chooses the themes of our concerts, chooses the music we will sing, conducts rehearsals that will lead us to produce the music in the best way possible.
- **Assistant Music Director and Accompanist:** This person assists the Music Director in choosing music and in helping prepare singers to produce the music, but also accompanies the chorus in rehearsals and performance.

Volunteer Leadership includes:

- **Chorus Manager:** The Chorus Manager works closely with the Music Director and the Board of Directors to communicate necessary information to the Chorus. The Chorus Manager communicates via email weekly to the chorus and also makes announcements at every rehearsal to that end. The Chorus Manger also welcomes new members, assuring they fill out required forms and giving them the handbook, music and other important paperwork.
- **Section Leaders:** Section leaders are the administrators of their section, Sopranos, Altos, Tenors and Basses. They keep track of the attendance of the section members, who should contact that section leader if they will be absent. If a member is absent, they may look to their section leader for information about the rehearsal missed.
- **Librarian:** The chorus Librarian keeps track of the music owned by the chorus and assists the Music Director when new music is purchased or when music is borrowed from other choruses. The Librarian also assures that members return the music used for concerts in good shape.

## Contacts

Chorus Manager: Sandy Hoyman  
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Board Trustee: Barb Ungashick  
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Music Director: Nick Newman  
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