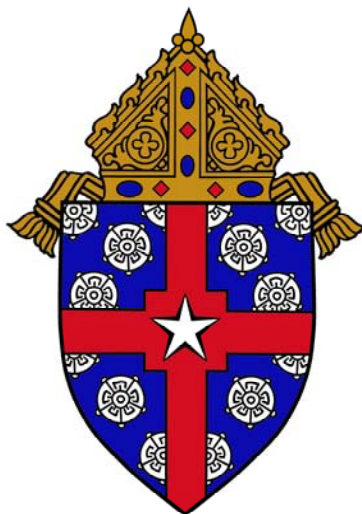




# ARCHDIOCESAN CHOIR

## HANDBOOK



ARCHDIOCESE OF GALVESTON-HOUSTON

2009-2010



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*Archdiocese of Galveston-Houston*

*Office of Worship*

*Archdiocesan Choir*

*David Wood, Director*

*Sandy Higgins, Associate Director*

*Dr. Rick Lopez, Associate Director*

Dear Archdiocesan Choir Members:

The Archdiocesan Choir of the Church of Galveston-Houston is an important ministerial body within this local Church. The formation of the choir has evolved over many years from a time when a choir was called together around a core group or schola for particular liturgies to its current shape as a standing choir with regular rehearsals. As noted in the Mission Statement, it is intended that the Archdiocesan Choir be a model Catholic Choir for our Archdiocese. Along with exemplifying quality choral competence, this choir also models a proper liturgical spirituality as it approaches its call to ministry.

The Archdiocese appreciates very much the dedication of the choir members who serve in their parish's music ministry as well as local choral ensembles. The stewardship of your talents given back to Our Lord through your response to His call to ministry is greatly appreciated. In addition to your attendance at rehearsals, we know that you spend time preparing the music at home. The gift of your time and talent does not go unnoticed.

May you continue to be blessed as you serve Our Lord and His Church as a minister of music.

Sincerely in Christ,

*David Wood*

*Rick Lopez*

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## **MISSION STATEMENT**

*Gathered around our Archbishop, Daniel Cardinal DiNardo, to celebrate the liturgy of the Church, the Archdiocesan Choir of Galveston-Houston is called upon to serve the larger Archdiocesan community through liturgical music, drawing upon our rich and broad Catholic tradition. The choir serves the faithful by assisting them to the full, conscious and active participation in the liturgy, which is their right and duty by baptism. By the unity and harmony of voices, the choir assists the faithful to experience the beauty and love of God as they participate in the sacred liturgy, praising God the Father, through Christ Jesus, in the unity of the Holy Spirit.*

The Archdiocesan Choir is a select chorus serving under the Office of Worship. The choir assists with ordinations of bishops, priests and deacons, Chrism Mass and other liturgies.

## **PURPOSE**

The Archdiocesan Choir is to provide quality liturgical music in the celebration of designated Archdiocesan liturgies, to serve as a model liturgical choir to the parishes of the Archdiocese, and to develop into one of the top choral groups within the region.

### **I. MEMBERSHIP**

Choir membership is open to all adult Catholics of the Archdiocese of Galveston-Houston who have reached their eighteenth birthday and who commit to regular attendance at rehearsals and liturgies.

Members are selected based upon their musical knowledge and vocal abilities. Choir members will have at least an average good choral voice being able to match pitch and blend well with other voices. It is strongly preferred though not required that they possess music reading ability.

### **II. AUDITIONS**

Choir members are selected after a brief audition. Dates and audition requirements are published prior to the audition and available through the Office of Worship. Current members are required to audition every other year.

### **III. ARTISTIC STAFF**

#### **Choir Director**

In collaboration with the Office of Worship, the director exercises a key leadership role with the Archdiocesan Choir and is principally responsible for musical preparation, rehearsals and the ministry of the choir during the liturgical ceremonies assigned to the Archdiocesan Choir.

#### **Accompanist**

The choir accompanist provides the musical support as directed by the Director and assists in various areas as needed within rehearsals and liturgies. This includes conducting the read through of new music and assisting with sectional rehearsals as requested by the director.

## **IV. LITURGICAL EVENTS**

A schedule of all liturgical events within which the Archdiocesan Choir participates is published as an addendum to this Handbook. The choir sings each year at Chrism Mass (usually Tuesday of Holy Week) and Archdiocesan Ordinations (usually late May or early June). Additional dates are occasionally added at the request of the Cardinal or the Office of Worship. Members should reserve all dates on their calendars. Members should be at the site of the liturgical event an hour and thirty minutes prior to the liturgy for warm-up unless otherwise noted.

## **V. REHEARSALS**

Rehearsals are usually held twice a month, on Sundays from 2:00 p.m. until 5:00 p.m., at St. Dominic Archdiocesan Center. In addition, dress rehearsals are held prior to each liturgical celebration. A complete list of the scheduled rehearsals is available and will be updated as needed.

## **VI. ATTENDANCE**

The musical quality of performances, the development of ensemble artistry and the morale of the Archdiocesan Choir depend upon regular and prompt attendance at all rehearsals and liturgical events. Therefore, the following regulations have been established:

1. All members of the Archdiocesan Choir are expected to attend all scheduled rehearsals. Members are to be in their seats and ready to sing at the scheduled start of the rehearsals.
  - a. Late arrivals are disruptive to the choir. Frequent tardiness may result in dismissal from the choir.
  - b. Three or more absences may result in the member forfeiting his or her position with the choir.
2. Attendance at the dress rehearsal and the rehearsal prior is mandatory.
3. For any planned absence (rehearsal or liturgy), the member will complete an absence form and return it to the Choir Attendance Officer in advance. In the event of illness, please contact the Choir Attendance Officer or the Office of Worship, 713-741-8760 prior to the rehearsal or soon after. For emergencies please notify us as soon as possible. Absence forms are available at choir sign-in each week and online at <http://www.archgh.org>. (See Appendix I.)

## **VII. MUSIC**

Each member is assigned a choir number, a choral binder and a music distribution folder. Music will be distributed folder from the Archdiocesan music library via the distribution. Distributed music will be listed on a distribution form in each folder. Members review distributed music prior to the rehearsal and indicate reception of each title on the accompanying form. If music is missing the Choir Music Librarian is to be notified immediately. Music may be marked in pencil only with rehearsal notes and reminders. Members are responsible for the choral binder and all music distributed. Damaged or missing binder or music will be charged to the member at the current market replacement cost.

## **VIII. UNIFORM**

### **Men**

1. Black suit/coat
2. Black pants
3. White shirt with solid black neck tie
4. Black shoes & socks

### **Women**

1. Uniform Black Concert Dress
2. Black shoes

## **IX. RESPONSIBILITIES OF CHOIR MEMBERS**

1. Review music prior to rehearsal.
2. Sign in at each rehearsal for attendance records.
3. Check distribution folder for new music.
4. Be seated and ready to rehearse by the scheduled start time.
5. No talking while music is being rehearsed.
6. Members are responsible to be sure notes and rhythms are secure. Members who need clarity on certain passages are asked to please address them to the choir director
7. Music is to be marked in pencil only. Copy all markings from the Director into their score. Careful score-marking is a hallmark of a professional musician.

## **X. CHOIR ASSISTANT**

The Choir Assistant manages all non-musical aspects of the choir. The Choir Assistant's duties include overseeing matters pertaining to choir rules and attendance. The Choir Assistant also assists with communication between choir members and the choir director.

## **XI. MUSIC LIBRARIAN**

1. Assists with the distribution and collection of music
2. Ensures choir members verify music loaned to them by acknowledging reception of music on form supplied in choir member's music folder
3. Assists with the collection materials from resigned members and at the end of the season.

## **XII. HOSPITALITY**

Hospitality is the responsibility of all members of the choir. Together, chorus members work to promote, foster and enhance the chorus morale through team building, welcoming members, hosting and assisting with activities throughout the chorus season.

Occasionally members of the chorus may be invited to provide snacks or other items for the scheduled breaks during rehearsals or to assist with team building activities.

# APPENDIX I: ABSENCE NOTIFICATION FORM

## ABSENCE NOTIFICATION FORM



**The Archdiocesan Choir**  
**Archdiocese of Galveston - Houston**

I, \_\_\_\_\_, was unable to attend  
(Print name)

rehearsal/performance on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ for the following  
(date of absence)

reason(s):

business-related    illness    death (family)    other

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please e-mail to [archdiocesan-choir@archgh.org](mailto:archdiocesan-choir@archgh.org).

## Addendum: 2009-2010 Schedule

*subject to change*

### July

- 19 1:00 PM to 6:00 PM (auditions)
- 26 1:00 PM to 6:00 PM (auditions)

### August

- 16 2:00 PM to 5:00 PM
- 21-23 Fall Rehearsal Retreat (Christian Renewal Center; Dickenson)
- 30 2:00 PM to 5:00 PM

### September

- 11 Time/Place TBA Dress Rehearsal
- 12 5:30 PM **Call to Holiness** (George R Brown)
- 20 2:00 PM to 5:00 PM

### October

- 4 1:00 PM to 5:00 PM
- 15 7:00 PM to 10:00 PM Dress Rehearsal (SHCC)
- 18 2:00 PM **Holy Sepulchre** (SHCC)

### November

- 1 2:00 PM to 5:00 PM
- 8 2:00 PM to 5:00 PM
- 13 7:00 PM to 10:00 PM Dress Rehearsal (SHCC)
- 15 3:00 PM **Sacred Concert of Remembrance** (SHCC)
- 26 Thanksgiving

### December

- 6 2:00 PM to 5:00 PM
- 20 2:00 PM to 5:00 PM
- 27 Christmas break

### January

- 3 Christmas break
- 10 2:00 PM to 5:00 PM
- 12 7:00 PM to 10:00 PM (SHCC)
- 14 5:30 PM **SWLC** (SHCC)
- 24 2:00 PM to 5:00 PM

### February

- 7 2:00 PM to 5:00 PM
- 9 7:00 PM to 10:00 PM Dress Rehearsal (SHCC)
- 11 **Mass of Anointing/World Day of the Sick** (SHCC)
- 21 2:00 PM to 5:00 PM

## March

- 7 2:00 PM to 5:00 PM
- 21 2:00 PM to 5:00 PM
- 28 2:00 PM to 5:00 PM (Cathedral Centre)
- 30 **7:00 PM Chrism Mass** (SHCC)

## April

- 1-4 Easter Triduum
- 11 2:00 PM to 5:00 PM (Cathedral Centre)
- 13 **National Federation of Priest Council** (SHCC)
- 25 2:00 PM to 5:00 PM

## May

- 9 2:00 PM to 5:00 PM
- 13 7:00 PM to 10:00 PM Dress Rehearsal (SHCC)
- 15 10:00 AM **Diaconate Ordination** 10:00 AM (SHCC)
- 24 Memorial Day Weekend
- 30 2:00 PM to 5:00 PM

## June

- 4 7:00 PM to 10:00 PM Dress Rehearsal (SHCC)
- 5 10:00 AM **Presbyteral Ordination** (SHCC)
- 27 2:00 PM to 5:00 PM

## July

- 8 7:00 PM to 10:00 PM Dress Rehearsal (SHCC)
- 10 10:00 AM **Presbyteral Ordination** (SHCC)

**CHOIR MEMBER POLICY ACKNOWLEDGEMENT**  
**SUBMISSION FORM**

**2009-2010**

I have received and have read the Archdiocesan Choir Handbook 2008-2009. I understand and am committed to fulfilling my duties and responsibilities as a member of the Archdiocesan Choir. If circumstances arise that prevent me from meeting my obligations as outlined in the handbook, I will immediately notify the choir director or my section leader of my need to permanently leave the choir or to take a leave for a specific time period.

I commit to the rehearsals and to liturgical schedule as outlined in the Schedule Addendum.

It is my understanding that every member must dedicate their time and cooperate with other members to skillfully execute choral music and to spiritually inspire participants in the liturgies in which the choir ministers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

*Please return the signed form to your section leader or mail to:  
Office of Worship 2403 E. Holcombe Blvd., Houston, TX, 77021-2098,  
by the end of the second scheduled rehearsal.*