

RHS Gospel Choir Bylaws

The James S. Rickards Gospel Choir is an organization that functions under the performing arts area. The purpose of James S. Rickards High School Gospel Choir is to provide a cultural experience to the area of Gospel music, while being a source of encouragement and inspiration to its members and the student body of JSRHS.

Membership

Any individual who wishes to be a member of the choir must meet the following general requirements:

- He/she must maintain a 2.5 GPA minimum.
- He/she must attend James S. Rickards High School.
- He/she must hold credible and exemplified reputation.
- He/she must constantly demonstrate spiritual growth.
- He/she must possess a natural ability in music and singing.

Rules and Regulations

❖ Commitment

- Members of the choir must be committed to their respective role as choir member and/or officer.
- Choir members must abide to all the rules and regulations of the choir.
- They must commit to living a life of example, as stated in the verses listed above, which will be portrayed in their lifestyle and the way they rehearse, lead, serve, sing, and love others.
- Members must commit to the financial obligations of the choir.

❖ Rehearsals, Meetings, & Scheduled Engagements

- Members of this organization are expected to attend ALL scheduled rehearsals, meetings, special programs regularly and with consistency (It does not make sense to miss rehearsals and then expect to be fully prepared to sing).
- If a member is not present for rehearsal without an excused absence, he/she WILL NOT minister in the event(s) that follows.
- If you know of a worship service, meeting, rehearsal, or special event that you will be unable to attend, please advise the director or any officer of your absence beforehand.
- The first 15 minutes of rehearsal will be devoted to administrative tasks such as taking attendance, making announcements, and preparing future events.
- If a member arrives more than 5 minutes late to a rehearsal, he/she will be considered as absent for that day; and more than 3 consecutive absences

without an acceptable excuse will result in involuntary resignation. Members are allowed 6 non-consecutive absences for the year; however, they should not have more than 3 non-consecutive absences in a school year.

❖ Procedure

- All choir members participating in scheduled performance MUST at the planned time before the scheduled event.
- We ask the refrain from getting up, walking back and forth, conversing, and phone usage during any program. In addition, members must be mindful of their facial expressions and body gestures while sitting/standing in the designated area.

❖ Attire/Wardrobe

- All uniforms should meet the dress codes of JSRHS. General attire should be modest.
- No sleeveless outfits should be worn and skirts must be knee length or longer. If there is a uniform for the choir, everyone should be in uniform. (Choir shirts will be discussed at a later date.)
- No choir member should be taking off their choir robes before the end of the worship service; they should remain on until pronounced.

❖ Financial Obligation & Dues

Choir members are responsible to pay dues in the amount of \$30.00 per year. Dues will go towards expenses such as: attire and any other resources the choir will need.

❖ Ministry Officers, Requirements & Duties

- The officers of the choir include: Director, Asst. Director, President, Secretary, Treasurer, and Section Leaders. The officers and their duties are listed below:

Director

Duties of the choir director include but are not limited to:

Direct, administer, coordinate, and implement musical programming and performances

Work in collaboration with their choir committee, the musicians, Worship Directors, accompanists, Music & Worship Committee, and the Pastor

Motivate, observe & monitor spiritual growth of choir members while demonstrating personal spiritual growth

Provide spiritual leadership, inspiration, and assistance to the choir members

Schedule events and meetings

Seek and obtain new music

Order necessary resources such as songbooks, soundtracks, sheet music, etc.

Teach songs and build vocal capability

Keep a record of all songs the choir is taught and when they are sung

Meet and collaborate with other officers

He/she must be knowledgeable of music and vocal techniques

Assistant Director

The assistant director is responsible to carry out the duties of the director in his or her absence.

President

Duties of the president include but are not limited to:

Enforce the rules of the choir

Encourage the choir members to attend rehearsals, learn music, and keep their commitment(s)

Bring order in meetings & rehearsals

Develop agenda for choir committee meetings in collaboration with the director

Direct and manage the choir committee meetings

Handle conflicts that arise among choir members

Secretary

Duties of the secretary include but are not limited to:

Maintains all records of rehearsals, attendance, invitations, agendas, minutes and any other documents for the ministry

Is responsible for all administrative duties of the choir including writing letters, checking e-mail, making necessary phone calls, etc.

He/she must be knowledgeable of Microsoft Office, and should report to the director

Treasurer

Duties of the treasurer include but are not limited to:

Keeping financial records of the choir including receipts, invoices, checks, etc.

Making sure all choir members are consistent in their financial obligations

Develop financial reports for choir committee meetings

Works in collaboration with the school finance department and sponsor

Section Leaders (One individual from each vocal section)

Duties of the section leaders include but are not limited to:

Ensure that their sections have all resources including sheet music, tapes, CDs, etc.

Schedule and run rehearsals with their section to ensure they have learned the songs to the best of their ability

Work in collaboration with the director to make sure the songs are taught correctly

Communicate to their sections about rehearsals, events, special announcements via phone calls, e-mail, text messaging, etc.

He/she must be knowledgeable of music and able to teach songs