

BYLAWS FOR THE SANCTUS CHOIR

NAME

The name of this organization shall be known as the Sanctus choir of the First United Methodist Church of Royal Oak, Michigan.

PURPOSE

The purpose of this organization will be to provide the sacred music and any other music as needed for the regular weekly worship service. The designated services and period of time throughout the year will be established through agreement of the Pastors and Music Director.

Other musical programs such as special Christmas or Easter music or a secular concert will be determined by the Choir Director in consultation with the choir.

The purpose of this organization shall also be to encourage fellowship within the church.

ADMINISTRATION

The Sanctus choir will be governed by the Choir Council which will consist of the following elected officers with the cooperation and assistance of the Choir Director and Organist:

President, Vice President(s), Secretary, Treasurer, Robe Chairperson(s), Chaplain, Librarian, and Appointed Assistants

These officers shall be selected in the spring of the year (suggested month, May) to hold offices for the forthcoming choir year effective July 1.

DUTIES OF THE OFFICERS

The Choir Officers will maintain a leadership role in the administration of the choir. The Choir Officers will collectively be responsible for representing the Choir in a positive and productive manner and assist the Music Director with the ongoing recruitment of new members. In addition, the Officers will have individual responsibilities as follows:

- **President:** The President will be responsible for organizing and conducting all business meetings; will represent the choir in the planning and scheduling of all functions both inside and outside prescribed church activities; and will authorize the payment of all bills and may sign checks in the absence of the Treasurer. Additional duties of the President

will include: inviting Ministers and/or guests for scheduled dinners, socials, etc.; recruiting a nominating committee for the election of officers; recruiting workers to arrange the Thanksgiving altar setting; and making an article contribution to each newsletter.

- **Vice President:** The Vice President will coordinate all designated social functions including planning, preparations, arrangements, transportation, etc. The Vice President will assume the President's duties in the absence of the President. The Vice President will also schedule a social for the first rehearsal. Suggested events: Potluck, Christmas Party, Afterglow Dinner, End of Year Party.
- **Secretary:** The Secretary will be responsible for any correspondence that becomes necessary. The Secretary will record the minutes of Choir Council meetings, and be responsible for purchase of gifts and tokens of appreciation. The Secretary will be responsible for seeing that the attendance is taken. The actual taking of attendance may be delegated to another choir member.
- **Treasurer:** The Treasurer will be responsible for finances of the choir, will take charge of obtaining a free will offering at regular rehearsals, and will deposit all funds in the active banking account. The money will be used as designated by the choir officers, with approval by the choir members, for all incurred expenses from gifts, social functions, contributions, or choir member. The Choir Chaplain should contribute an article to each newsletter.

Additional Duties of the Officers: Buy and present Christmas gift to the Director and Organist; set up the social calendar for the following year. It is suggested that outgoing officers orient incoming officers in duties. (Suggested time: last two or three weeks of choir year.) All officers should feel free to contribute articles to the newsletter.

Appointed Assistants to the Choir: Appointed assistants for the choir may include: Section Leaders, Robe Chairperson(s), Librarian(s), Assistant Librarian, and other Assistants as needed. Appointments will be made by the Music Director and choir officers. The duties of these assistants are as follows:

- **Section Leader:** The Section Leaders shall monitor the attendance of their section and follow-up with a telephone call to members missing two consecutive rehearsals and/or Sundays for unknown reasons.
- **Robe Chairperson(s):** It is the duty of the Robe Chairperson to assign robes to new members and arrange for the repair and/or cleaning of the robes.
- **Librarian and Assistants:** It is the duty of the Librarians to properly reassemble the music after each service and prepare it for storage in the files. They should pull all pertinent music from folders after a performance for filing. The cooperation of all choir members is necessary to facilitate this function.
- **Newsletter Editor:** The Newsletter Editor shall be responsible for the publication of a choir newsletter which shall include information of interest to the choir. The newsletter will be published at least quarterly, but may be published more often if warranted.

FINANCES

The means of income shall be from regular free-will offerings to be used for miscellaneous expenses, such as: gifts, flowers, cards, refreshments for social functions, contributions to funds or societies or other purposes.

OCCASIONS FOR GIVING

- Wedding gift: up to \$35.00
- Death of a member: \$30.00 memorial gift and/or flowers, or additional may be voted on by choir members. On the death of an immediate choir member's family, a card will be sent
- Going away gift for choir member: up to \$20.00 (at the discretion of the officers.)
- Illness - serious illness or surgery: up to \$35.00
- Birth gift - given for the birth of choir member's first baby: up to \$20.00
- Additional gifts may be authorized by the vote of the choir membership.

MEMBERSHIP

Membership in the Sanctus choir shall be open to any person, regardless of church affiliation, who, after meeting with the Director, will regard it a privilege to serve the church by regular attendance and faithful support.

REHEARSALS

Rehearsals will be held weekly from September through June on each Thursday night. Additional rehearsals may be called at the discretion of the Director.

GUIDELINES FOR CHOIR MEMBERS

1. **ATTENDANCE** is expected at all rehearsals and performances. If you are unable to be present at a rehearsal or performance, please notify your section leader before you absence. If you expect to be absent, please mark your name and number on the calendar on the bulletin board. If you have been unable to attend rehearsals for two consecutive Thursday evenings, please consult the Director before singing the coming Sunday. In the case of special circumstances, other arrangements may be made. Our philosophy is that we want people to sing, but of course they must be prepared.
2. **FOLDERS, ROBES, AND HYMNALS** are on loan to you from the church. Each choir member will be assigned a music folder and a robe by number. The numbers will not necessarily correspond. Women will robe in room 105; men in room 106. The robe rooms will be secured during performances. Please do not leave valuables in these rooms. A room is available in the church office where purses and other valuables may be stored. The church office is attended during Sunday worship services.
3. **DRESS ON SUNDAYS** should be discreet and should not attract attention to an individual. Please refrain from wearing ornate jewelry, corsages, etc.
4. **SUNDAY MORNINGS** require a brief warm-up and preparation. Please be robed and seated 30 minutes prior to the service, in order to warm up, run through anthems, and prepare spiritually for the service. Offering envelopes may be placed in the small box on the piano.