

Choir Parent Helper Checklist

For Sunday Mornings or Other Offerings

Arrival Time:

- Helpers should arrive by 9:45, when Seniors are called. Juniors and Novices arrive at 10:15 when they are called (unless it is a Nov/Jr Sunday).
- Everyone enters at 802 Broadway and follows the back hallway by the Music Room to the Honor Room.
- Choristers should hang their coats and other things on the hooks outside the Honor Room or put them along the walls, not in front of the vestments or in the middle of the room.
- Choir rosters are printed and hung on the vestment racks, please write in any changes you make so they can be kept up to date. Vestments with the White on the outside are un assigned.
- Chorister's should put their hanger with their white back on the racks. After the warm up, Seniors will come retrieve their white and should then put their hanger back on the rack. They should not leave them around the room, this causes them to go missing and lots of confusion.

Check Dr. Allen's Instructions on White Board:

- Direct ALL choristers to the white board to see what music they will need. Typically Seniors have a combination of music books and printed music, Juniors and Novices almost always just have printed music. The music is laid out on the piano in the Chantry.
- Normally the warm up is in the Chantry, so as choristers finish getting vested, direct them there. They will attempt to huddle in the Honor Room. After the choir moves into the church, all latecomers and young choristers should be directed right into the church.
- Stay in the Honor Room while the choristers go into the church to practice. This is to help any latecomers, younger choristers and in case anyone gets ill.

Check for Appropriate Dress:

- No sneakers or open toe shoes are allowed. There are extra pairs of appropriate shoes for both girls and boys above the music cubbies in the Chantry hallway.
- The hallway outside the Chantry also has extra items such as hair ties, safety pins, etc. They are in a box above the shoes.
- Choristers wear the black Cossack only during rehearsal, and add the white surplice before the service begins. Novices and new choristers do not wear surplices until they are promoted.

Reserve Pews:

- Pews usually only need to be reserved when all choirs sing whereby Juniors and Novices sit in the pews. Check with P. Allen at 9:45 to see what is needed. The reserved signs are in a box in the North Nave Pew in the nook past the Baptismal font. Depending on the size of the Junior and Novice choirs 4 to 5 pews on each side should be reserved. Do this as soon as possible after checking with P. Allen
- For Junior and Novice only Sundays, check with Dr. Allen to see if they all can fit in the stalls or if some pews need to be reserved as well.
- When we have more than one choir parent helper working, one can go with the choir into the church to keep an eye on things and reserve pews.
- Typically 5 choristers sit in a pew. Helpers should sit in the pews as well and keep choristers quiet and focused during the service.
- Stay in the Honor Room until the Choristers have lined up and the clergy are present.

After the service:

- Go back to the Music Room and help organize as the choristers disrobe. Choristers are responsible for putting their cassock and surplice back on the appropriately numbered hanger and back on the racks, but help/organization at the end is often required. They should fasten enough buttons at the top of the cassock so they don't fall off the hanger. As they finish up, go through the robes once to make sure they are back in number order. This will make finding vestments on the next occasion easier. For assigned vestments the white goes on first and the black over it.
- Help the choristers organize the music and hymnals as needed. Any hymnals taken from the church should go back to where they were taken. Loose papers can be stacked on the stone altar piece. Assigned Hymnals go into the chorister's cubbies. Any that don't fit these descriptions can be stacked on the stone altar piece.
- Make sure the room is clean and organized before you leave. Ask the choristers to help you, they mostly enjoy it and it teaches them good stewardship of their workspace.

After the first couple of Sundays the Senior Choristers are fairly well oiled and require little help. The real point of having a Choir Helper is to allow Dr. Allen to focus on the music and to be an extra adult should a chorister get sick/need to leave during the service/etc. Thanks very much for your support and join in the fun and pleasure of watching and listening to your chorister work.