



Parent Handbook

2018–2019

It is good to praise the Lord and make music
to your name, O Most High.
Psalm 92:1

September 2018
Letter to Parents

Dear Parent,

Welcome to the Moody Church Children's Chorus for 2018–2019! We're so glad that you and your children are going to be a part of this ministry and look forward to the growth and experiences that we will have together this year.

We were created to know and worship God. Scripture shows us the multitude of ways we accomplish this purpose—everything we think, say, and do can be an act of worship. Music allows for a particular expression of worship as it combines intellect, emotion, and will, all being poured out to God in praise, lament, or affirmation. We delight in music's power to encourage, exhort, and edify as we personally and corporately express our worship. It is the goal of the Children's Choir that each child would develop an appreciation for and an ability to worship through music. God did give everyone a voice, after all!

This handbook is designed to outline the vision we have for The Moody Church Children's Chorus ministry, as well as to serve as an information guide regarding our policies and commitments for the year. We look forward to being in contact with you throughout the year, and please feel free to contact us as well.

Thanks for joining us!

Sincerely,

Elsa

Elsa Wiese, Director
The Moody Church Children's Chorus

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FALL 2018 SCHEDULE

September

9/12	5:30–6:20pm	Kick-Off Rehearsal
9/19	5:30–6:20pm	Rehearsal
9/26	5:30–6:20pm	Rehearsal
9/30	12:30–1:45pm	Speaking roles only

October

10/3	5:30–6:20pm	Rehearsal
10/10	5:30–6:20pm	Rehearsal
10/13	9:00–11:00am	SATURDAY Musical Rehearsal
	<i>11:00am–12:00pm</i>	<i>Speaking roles only</i>
10/17	5:30–6:20pm	Rehearsal
10/21	<i>12:30–1:45pm</i>	<i>Speaking roles only</i>
10/24	5:30–6:20pm	Rehearsal
10/31	5:30–6:20pm	Rehearsal

November

11/3	9:00–11:00am	SATURDAY Musical Rehearsal
11/4	<i>12:30–1:45pm</i>	<i>Speaking roles only</i>
11/7	5:30–6:20pm	Rehearsal
11/14	5:30–6:20pm	Rehearsal
11/18	8:30am	Sing in Morning Service
11/21	Thanksgiving Eve	NO REHEARSAL
11/28	5:30–6:20pm	Rehearsal

December

12/2	11:30–12:45pm	SUNDAY Musical Rehearsal*
12/5	5:30–6:20pm	Rehearsal
12/12	5:30–6:20pm	Dress Rehearsal (costumes)
	<i>6:20–8:00pm</i>	<i>Speaking roles only</i>
12/15	<i>8:30am–9:30am</i>	<i>SATURDAY speaking roles only</i>
	9:30am–12:30pm	SATURDAY Dress Rehearsal
12/16	8:00am	Musical in AM Service

* Director may call only certain portions of the choir to participate

SPRING 2019 SCHEDULE

January

1/9	5:30–6:20pm	Musical Viewing Party
1/16	5:30–6:20pm	Rehearsal
1/23	5:30–6:20pm	Rehearsal
1/30	5:30–6:20pm	Rehearsal

February

2/6	Founder's Week	NO REHEARSAL
2/13	5:30–6:20pm	Rehearsal
2/20	5:30–6:20pm	Rehearsal
2/27	5:30–6:20pm	Rehearsal

March

3/6	5:30–6:20pm	Rehearsal
3/13	5:30–6:20pm	Rehearsal
3/20	5:30–6:20pm	Rehearsal
3/27	5:30–6:20pm	Rehearsal

April

4/3	5:30–6:20pm	Rehearsal
4/10	5:30–6:20pm	Rehearsal
4/14	8:30am	Sing in the Morning Service
4/17	Spring Break	NO REHEARSAL
4/24	5:30–6:20pm	Rehearsal

May

5/1	5:30–6:20pm	Rehearsal
5/5	1:00–2:30pm	End of Year Party
5/8	5:30–6:20pm	Rehearsal
5/12	8:30am	Sing in Morning Service

Remember to turn in your Chorus shirt at the end of the year!

I. Personnel

The following team oversees and participates in the ministry of the Children's Chorus. Please feel free to contact us at any time.

Elsa Wiese	Director	(847) 858-3920
Shannon Carter	Assistant Director	(773) 454-1511
Thu Jotautas	Assistant Director	(630) 469-6460
Alana Davis	Team Coordinator/Chimes	(954) 851-2545
Sarah Quisenberry	Intern	(269) 903-7080
Gabrielle Roth	Intern	(608) 632-6714
Emmanuel Adjei	Teacher	
Johanna Fraats	Teacher	
Joshua Fraats	Teacher	
Phillip Hanson	Teacher	
Kate Kavanaugh	Teacher	
Sarah Paul	Teacher	
Mary Stahlhuth	Teacher	
Samantha Stoiche	Teacher	
Jordyn TeBeest	Teacher	

II. Vision

- A. To glorify God through the gift of music
- B. To develop friendship with the children in the chorus, and to deepen their appreciation for church music ministry.
- C. To enlighten the children as to the importance of church music ministry, and to channel their talents and interest in an edifying way.
- D. To stimulate and promote interest in high quality music in a variety of styles and knowledge subsequent to this.
- E. To challenge the children spiritually and to teach Scriptural attitudes.
- F. To expose choristers to activities designed to teach musical notation, rhythm and sight-reading, as well as basic principles of vocal technique.

III. Philosophy of Church Music

Music plays an integral part in the life and worship of the church. Three of its primary functions include: assistance in worship, education and evangelization. Beginning to appreciate these functions from youth will be of benefit through one's entire lifetime. We desire for the repertoire chosen for the Chorus to reflect these foundations.

A. *Worship*

The Psalms speak frequently of God's people singing and praising God with voices and instruments. "Sing for joy to God our strength; shout aloud to the God of Jacob!" (Psalm 81:1-2) & "It is good to praise the Lord and make music to your name" (Psalm 92:1). God asks us to sing and praise Him through music. This is one aspect of our worship.

B. *Education*

A story is told of a couple in a communist country whose Bible had been taken from them and destroyed. They did, however, have a hymnal. For 20 years, this was an important source of spiritual teaching and sustenance for them.

Through church music, we lift our own hearts to God, but it should also teach us what God is like. Colossians 3:16 instructs us to "Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom and as you sing psalms, hymns and spiritual songs..."

One of the easiest ways to memorize a text is to set it to music. Children who learn songs with lyrics directly from the Scriptures or with strong doctrinal content will hide truths in the hearts that will stay with them for the rest of their lives.

C. *Evangelism*

Music can be a powerful tool to convict and uniquely communicate with unbelievers. Many times, church choirs or musical productions are permitted to perform in places where other gospel presentation would not be permitted. It is also a great opportunity to invite unbelieving friends and family who may not choose to church on their own. In Acts 16:25 we find Paul and Silas in prison – singing! God used their worship through music to witness to those around them. Music can be used as a way to develop children's ability to evangelize.

IV. Chorus Standards

A. Attendance

1. Please have choristers ready promptly at the beginning of every rehearsal and performance. This is important in their ability to get the most from their time with us and helps us to function most effectively.
2. We ask that attendance at as many rehearsals as possible be made a priority in order for each child to receive the full benefit of being in choir. Regular rehearsal creates even greater ensemble and dynamics, and knowing the music well makes for a better response from the children. Also a full choir at rehearsals is vital and necessary for best result during preparation and is encouraging to others.
3. Consistent attendance is required before any child is allowed to perform during a service. Two absences in rehearsal prior to performance will affect a child's ability to prepare well, and it may be necessary for them to not participate in that performance. Please call us if extenuating circumstances will keep your child from attending more than two consecutive rehearsals prior to a performance.
4. Please contact us if your child will be missing a rehearsal.

B. Rehearsal Participation

1. The choristers are expected to respect the direction of the staff during rehearsals and to actively participate in each rehearsal.
2. Children should contribute to the rehearsal by not distracting other choristers by excessive talking or disruptive behavior.
3. If any child is not following the above guidelines, we will contact you and ask for your involvement in their choir participation.

C. *Attire*

Choristers are expected to wear the Chorus uniform for all performances unless otherwise designated. A standard Chorus shirt will be provided for each child and must be returned at the end of the season, or if he/she departs. In the event that the chorus needs to purchase more shirts, we may request a contribution from each family.

Boys Chorus shirt (tucked in), black pants, black socks, black shoes.

Girls Chorus shirt (tucked in), long black skirt (knee length or longer), black tights and black shoes.

V. **General Information**

Facilities

On Wednesday night, Children's Chorus opens at 5:15pm. Nursery (for children of parents participating in the evening ministries) and AWANA open at 6:20pm on the 2nd floor & Sankey (Awana T&T).

Visitor Registration

We look forward to welcoming visitors at our Children's Chorus Welcome Table. Our team will help you check in your child, printing name badges using the kiosk nearby, then help your child settle into the evening's activities.

Annual Registration

If a child is attending the ministries regularly or plans to, we ask that families please complete the Annual Registration Form available at the Welcome Table in the 1625 LaSalle street Lobby. Each child will then be added to the classroom attendance for electronic check in.

The information on the registration form is only to get to know the family better. We are able to identify allergies, special needs & birthdays, send updated ministry information and keep our records accurate. It is never shared with outside organizations or individuals.

Check-In & Check-Out Procedures

Parents will check in their child at a kiosk in the 1625 LaSalle St Lobby and then proceed to drop off their children in Kappeler.

Children in 3rd–5th grade will be checked out by a team member and can walk to Awana T&T with their friends. Children in 1st–2nd grade

will be escorted by a team member in groups to Awana. If a child is not attending the Awana program, parents must present the matching security tag to a volunteer in order to check their child out.

Special Needs

We will make every effort to minister to children with special needs or disabilities and to make their involvement successful & enjoyable.

- If your child has a particular medical condition or health need (ie, severe allergies, requires an epi pen, etc), please connect with one of our directors so we can talk with you and plan how your child can safely participate.
- 139 Disability Ministries is also available for families whose child has physical or developmental needs that may require a buddy to help them participate well. 139 Buddy request forms are available at the Welcome Table.

Snacks

Snack is served during our Saturday rehearsals and after singing in a morning service. We seek to provide safe and suitable snacks for your children excluding any nut products.

Health & Hygiene

To protect the health of all the children we serve, our policy is to not admit children who are ill or show signs of illness, including those associated with the common cold.

Children will not be admitted who show signs of:

- Fever
- Vomiting
- Diarrhea
- Skin infections
- Eye discharge
- Rash
- Impetigo (skin infection caused by bacteria, usually appears on the face around the mouth & nose)
- Chicken Pox
- Measles
- Mumps
- Conjunctivitis (pink eye)

If the child is being treated with antibiotics, they should be on the drug for at least 24 hours prior to coming to Chorus.

Medicine is not permitted in the classroom. If a child requires medication, it must be administered by the parent/guardian.

If you discover that your child has come down with chicken pox or lice and you believe other children in the Chorus may have been exposed, please contact the Director so we can determine if any action is needed.

Child Behavior Plan

We believe that children are a gift from the Lord and want to make sure they feel safe within the environment of TMC Kids. This includes understanding expectations and consequences of disobedience.

Expectations for all classrooms: Are you A-O-K?

A. Attention

- Be good listeners
- Listen when your teachers are talking and help your neighbors stay focused by not talking during rehearsal

O. Obey

- Obey your teachers cheerfully & quickly
- Participate in the rehearsal

K. Kind

- Be kind to each other in words and actions, showing respect for others created in God's image.
- Keep your hands and feet to yourself. Distracting others is stealing what they may learn from the lesson.

Addressing Misbehavior

1. Warning/ redirection – If a student is failing to meet one of these expectations, volunteers will kindly redirect and help them correct their actions, reminding them of the expectations and consequences of misbehavior.
 - a. Redirection 1 – Identify which expectation they are neglecting and help them get back on track. If needed, remind them that if you need to correct them again, they will lose their Good Behavior Card.
 - b. Redirection 2 – Identify which expectation they are neglecting, ask for their Good Behavior Card, and help them get back on track. If needed, remind them they will lose out on rehearsal time if they persist in ignoring the rehearsal expectations.

2. Time-out or “Breaks” – Time-outs are given for an age-appropriate amount of time.
 - a. When a student is given a time out, please walk them to a designated chair, having them bring their folder with them. They are expected to participate fully in rehearsal and will be asked to return to rehearsal after they have displayed the proper rehearsal participation for an age-appropriate period of time, usually 3-5 min. The goal is not to shame or embarrass them, but rather give them time & space to get back on track!
 - b. At an appropriate time, the student should apologize to the teacher or other class member for his behavior and ask for forgiveness.
3. Parental Involvement – If a child persists in disobedience or a poor attitude, please bring to the attention of a director so they can contact the parent or caregiver, and request their involvement and assistance with the situation.
4. Parent/Leadership Meeting – If needed, the director will work together with the parents to construct a specific behavior plan.

Hitting and other physically aggressive behavior (kicking, biting, bullying, etc.) will not be tolerated in any classroom or rehearsal.

VI. Parental Support

We appreciate the support we receive from you as parents. You play a vital role in this ministry and your involvement is important to us. Specifically, we ask for your partnership in the following areas:

- A. Upholding the vision of The Moody Church Children’s Chorus within the frame of The Moody Church ministry.
- B. Maintaining accountability and fellowship among parents and staff and praying for the ministry of the Chorus.
- C. Encouraging the children to remain faithful to the vision and standards of the Chorus.
- D. Participating and assisting in activities such as rehearsals, socials, performances, concerts and ministry outings, as possible.

VII. Rehearsal

A. Day & Time: Wednesdays, 5:30pm–6:20pm

- 5:15pm – Welcome Activities in Kappeler Hall
- 5:30pm – Chorus Rehearsal begins

For those who arrive prior to 5:30pm, tables are available in the lobby for eating dinner and Welcome Activities (fun, skill-building musical games or instruction) will be led each week by our teaching team. Please plan to stay with your children until 5:15pm and have your children use the restroom before rehearsal begins.

B. Location: Choir Room, Christiansen & Kappeler (LL)

Please drop off and pick up your children from 1625 LaSalle St Lobby. If arriving after 5:40, please walk your children to their rehearsal room to be checked in at the door (1st–2nd: Kappeler, 3rd–5th: Choir Room).

C. Elements

1. Graded & combined choir rehearsal (1st–2nd & 3rd–5th)
2. Vocal warm-up & pedagogy
3. Repertoire rehearsal
4. Develop understanding of Hymn/Chorus/Anthem text
5. Music theory activities

VIII. Fall/Winter Christmas Musical

All the choristers will have the opportunity to participate in the Christmas Musical. Each will be a vital part of the chorus, need to learn the group choreography, and wear a costume. In most cases, only children in grades 3-5 will try out and be assigned speaking and solo roles.

A. Please make the additional rehearsals a priority for optimal preparation.

B. Parents are responsible for their child's costume once they have been determined. Please the chorus staff know if you need any assistance.

C. Speaking roles require more time to prepare. If your child is assigned a role, please make sure you can attend additional rehearsals on Saturdays and Sundays.

IX. Spring Hand Chimes

Each spring all children will be given the opportunity to learn about and experience playing the hand chimes. They will be taught proper ringing techniques, music theory and ensemble playing. Consistent attendance is crucial for your child to flourish and play with confidence & understanding, and to build their skills in ensemble playing.

X. Goals for the 2018–2019 Season

- A. To help the chorister come to the understanding that each voice is a gift from God and should be used entirely for His glory and not for human gain. This includes the understanding that “performances” during the worship services are not a time to “show off” or charm the congregation, but rather to lead in worship and, as God wills, to bring blessing to those that hear us.
- B. To expose the chorister to a song repertoire that will be used in the worship service as a children’s chorus or combined with adult vocal/instrumental ensembles and choir.
- C. To teach performance etiquette and poise.
- D. To teach appreciation of different musical styles.
- E. To continue to familiarize choristers with hymns and choruses through performance and study.
- F. To continue to instruct choristers in the basics of healthy vocal sound production. This includes proper breath control, the use of the “head” voice (rather than a stressful, forced “chest” voice), articulation of vowels and consonants and cooperative choral singing.
- G. To teach pitch/rhythm recognition and production.
- H. To teach basic music theory knowledge and skills.
- I. To minister through performance at various ministries within The Moody Church.

THE MOODY CHURCH

Children's Chorus

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Questions about Children's Chorus?
Call Elsa in the church office at 312.327.8600 x1023
or email elsa.wiese@moodychurch.org.