

# Choir Duty Parent Checklist

## ON REHEARSAL DAYS AT TRINITY

1. Arrive in the Undercroft (the basement area immediately below the main church) 15 min. before the stated rehearsal time if at all possible, but no later than the time that the stated rehearsal begins. If your arrival will be delayed, phone (203) 776-2616 to alert the choir staff.
2. Let choir staff know you are present upon arrival (in addition to you and choir music staff, there is a building security person on duty upstairs when the choir is present). Lead Boys or Girls check choir singers in on the choir list that hangs on the wall outside the Choir Room.
3. Assist with various choir projects as needed during rehearsal, as you are informed by choir staff upon arrival. Keep snacks on counter neat, or assist with snacks in other ways, as requested by choir staff.
4. Be on hand in the Undercroft or upstairs in Church for children needing assistance. A medical kit with basic necessities is found on the shelf in the Choir Room, just up to the left as you enter the room. Feel free to do your own work if there are no choir projects to do at the moment.
5. When downstairs in the Undercroft, answer choir phone line (cordless phone in Undercroft or desk phone in laundry room off Choir Room), if you are in either of those areas. Ask any folks calling for choir staff to call back and leave a voicemail. Do not answer the wall phone in Undercroft – it rings for a different number, and is answered by building security staff upstairs.
5. Oversee cleanup of snacks and counter, at the end of the mid-rehearsal break when a meal isn't to follow (with the exception of Girls rehearsal on Thursday, when snacks are left out for another rehearsal to follow). If a meal follows rehearsal, we only serve snack before rehearsal begins, to avoid spoiling dinner appetites. Perishables go in silver Undercroft refrigerator in containers marked 'choir snacks' (cheese goes in smaller container). Wipe down counter (sponge and water will usually do it - spray cleaner over sink if needed).
6. On dinner days
  - \*set Undercroft tables for meal (plates in kitchen cabinets, flatware in island counter drawers, facing the Undercroft). When needed, paper plates can be found under the island counter, facing the kitchen. If tablecloths are on tables, remove them before setting the table, and replace them at cleanup.
  - \*assist in serving meal (with the remainder of dinner team)
  - \*assist in cleanup (with help of choir singers and remainder of dinner team)
7. Check out choir singers to parents/carpoolers at end of rehearsal or meal. **Following a rehearsal, checkout is done near the main Temple Street front door**, so that parents who may be double-parked outside can come inside quickly and collect their charges. If checkout follows a meal, it will need to be from the Undercroft. **The Duty Parent should station themselves near the counter so parents can find them easily.** Use the checklist hung on the wall in the hallway leading to the Choir Room. Please stay until all are checked out, or unless you make other arrangements with choir staff present. Be sure to alert choir staff if someone leaves without checking out. Those who are absent will already be marked.

## Choir Duty Parent Checklist (continued)

### ON SUNDAYS, OR FOR OTHER SERVICES AND CONCERTS AT TRINITY

1. Arrive 15 min. before pre-service or concert rehearsal if at all possible, but certainly by the time that the stated rehearsal before the service or concert begins.
2. Let choir staff know you are present. A wave at the door of the Choir Room will suffice if the choir staff is already in rehearsal. Lead Boys or Girls check choir singers in on the list posted on the wall outside the Choir Room. In addition to you and choir music staff, there is a Sexton/building security person or persons on duty for all services and concerts.
3. During the rehearsal portion of the day, be on hand downstairs in the Undercroft for children needing assistance. A medical kit with basic necessities is found on the shelf in the Choir Room, just up to the left as you enter the room. The choir phone line is not answered on Sunday mornings or prior to concerts – all calls go to voicemail. If a parent needs to reach someone urgently, they call the church line on those days (203) 865-3930. Those calls will likely be answered by building or church school staff, and passed along to music staff.
4. Immediately prior to the service or concert, be in the Undercroft as the Choir lines up to check for any last-minute needs. Then go upstairs (see no 5.)
5. During the service or concert, sit upstairs in the Gallery (balcony) of the church, on the Chapel Street side, in the section closest to the front, where you can see the choir and you have a direct sightline to the staff musician at or near the organ console. Go downstairs if you see a young singer leave the church due to illness, or are signaled to do so by the staff musician at or near the organ console. If the child feels better, he/she can return to the service. If the illness is of a more lingering nature, alert the child's parents, attending to him/her until the parent picks up the child. A copy of the Boys/Girls contact list is kept in a binder near to the blue medical bag on the shelf in the Choir Room, but a list with numbers is NOT located in the hallway, for security purposes. When possible, have the child to wait until departure with his/her carpool. The child can sit with you in the service, if they feel well enough.
6. Check out choir singers to parents/carpoolers at end of the service or concert - use the checklist hanging on the wall, in the hallway leading to the Choir Room.. **Sunday or concert checkout is done by the Undercroft counter, unless otherwise announced by music staff.** Please stay until all are checked out, or unless you make other arrangements with choir staff present. **Be sure to alert choir staff if someone leaves without checking out.** Those absent that day will already have been marked as such.

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### Once the Duty Parent and dinner schedule is posted on the on-line calendar:

([http://plus.calendars.net/trinity\\_choirs](http://plus.calendars.net/trinity_choirs)), it is up to the individual families to note when they are scheduled. If you are unavailable for a date for which you are scheduled as Duty Parent, you need to switch with another family. You ALSO need to let both the Parent Coordinator and the Music Office ([music@trinitynewhaven.org](mailto:music@trinitynewhaven.org)) know of the change, as they can keep the online calendar updated. If you are new to the organization or have difficulty finding a replacement otherwise, contact the Duty Parent Coordinator in advance for assistance. If there are last-minute complications and no substitute is possible, or if you will be late, be sure to call the Music Office (203-776-2616) so that staff will be aware that the scheduled Duty Parent will be late or absent.

Last revised 9/13/11