

Duty Parent Information

Trinity Boys and Girls Choirs

Each family takes a turn in providing a duty parent for each rehearsal, service or concert, whether at Trinity or within local driving distance. The Duty Parent is a very important additional adult presence at rehearsals and services, and is there to provide care in case a choirboy or choirgirl needs to leave a rehearsal due to illness, etc. - the Duty Parent also helps in various projects related to the choir (care of choir robes, concert wear, etc.) There is a volunteer Duty Parent Coordinator for each choir who makes up a schedule which will be posted on the choir calendar website (the Duty Parent is the one listed in all CAPS), along with the rehearsal schedule.

The Duty Parent should be at the place (Trinity or otherwise) where the choir is practicing or singing, ideally, 15 minutes prior to the start time, but no later than the beginning of the rehearsal/service/concert, at the time according to the online calendar. Upon arrival for a rehearsal or service, the Duty Parent should check in with Walden Moore or the Assistant Organist or Organ Scholar so that he will know of a Duty Parent presence in case a boy or girl needs to leave the rehearsal due to illness, etc. If the person running the rehearsal is already in rehearsal on Sunday, a quick wave from the door of the Choir Room or Chancel (the area in the Church which contains the choir stalls) is fine.

For rehearsals, the Duty Parent usually resides in the Undercroft (basement area) of the Church, or in the Choir Room. That way, if a child is taken ill during rehearsal, he can find the Duty Parent easily once he has left the rehearsal. **NOTE: *There is a medical kit for Duty Parent and staff use on the shelf above the robes in the Choir Room. Basic over-the-counter medications for headache and upset stomach, as well as a wide assortment of Band-Aids and first aid supplies, are contained therein.*** It's also fine for the Duty Parent to occasionally sit in the main church to listen to rehearsal, if there are no particular tasks to be done downstairs, but they should check in downstairs regularly. On rehearsal days, the Duty Parent may be asked to assist with various projects regarding choir activities, or to assist with choir robe maintenance or repair (a sewing kit is kept on the shelf near the medical kit). The Duty Parent also helps answer the Music Office phone line during rehearsal time (the cordless phone is placed on the Undercroft counter next to the kitchen-to the right as you face the kitchen). There is also an extension of the Music Office line in the lower Music Office (off the Choir Room).

Duty Parents are always welcome to bring their own work, or a good book, in case it is a quiet night or afternoon the day they are on for a rehearsal! There is currently no wireless internet access in the Undercroft, something that we are working to address.

For services at Trinity when the choir is seated in the choirstalls, the Duty Parent sits in the Gallery (balcony) on the Chapel Street side of the Church, so that he or she can see the choir clearly and can go downstairs quickly if need (when a boy or girl leaves the service suddenly, or if the Duty Parent is signaled by the Choirmaster from the organ console that he or she is needed downstairs). For services at Trinity when the choir is seated in the Chapel Street Gallery, the Duty Parent sits in the Gallery beside and near the choir. If, in a concert at Trinity or elsewhere, the choir is standing on steps or risers, the Duty Parent sits downstairs, close to the front, in an end pew, for easy exit in case a singer leaves. Please always be sure to leave with the singer and accompany them to the

bathroom, if that is where they are headed. If they are too ill to remain at the church, the Duty Parent makes sure that the singer's parent collects them as soon as possible. For concerts and services "on the road" in the Greater New Haven area, a Duty Parent accompanies the choir and is always where they can see the singers whether performing or waiting "in the wings".

When boy or girl singers arrive for a rehearsal or singing event, they are checked in by the Lead Boys or Girls of their choir. When the rehearsal or other event is over, the Duty Parent is responsible for checking the boys or girls out. The check-in/check-out list is hung in the hallway leading to the choir room (on the left, next to the music cubbies), or is taken "on the road" for those events. The list contains the boys' and girls' names and the date of each choir appearance. It is important that the Duty Parent actually sees the parent responsible for taking the boys and girls home upon checkout. Carpooling parents should let the Duty Parent know all the singers they are taking. All parents should be prompt when collecting singers and any other riders, so the Duty Parent is soon free to leave for other commitments. Once all the boys and girls are checked out to the responsible parties, the parent on duty is free to leave.

On rehearsal days, please check around the Undercroft and help clean up any "snacks or tracks" left behind from the choir members or their families.

FOR BOYS CHOIR: On a regular Friday dinner night, we have one of the dinner families also serve as Duty Parent (name is printed in all CAPS on the calendar, as on other days). The schedule is completed and posted on the on-line calendar as soon as possible before the beginning of each term (the first rehearsal in September and in January). Parents need to let the Parent Duty/Dinner Coordinator know if they have a preference as to the day of the week (Wednesday, Friday, Sunday or special events) when they should be scheduled, or if there is a day they can never be on duty. Only one adult is needed, per day, as Duty Parent.

FOR GIRLS CHOIR: On a Tuesday dinner day, we have one of the meal families as a Duty Parent. The schedule is posted in the online calendar by the beginning of each term (the first rehearsal in September and in January). Parents should let the Parent Duty/Dinners Coordinator know if they have a preference as to the day of the week (Tuesday, Thursday or Sunday or special events) when they should be scheduled, or if there is a day they can never be on duty. Only one adult is needed, per day, as Duty Parent.

Once the Duty Parent and meal schedule is posted on the on-line calendar (http://plus.calendars.net/trinity_choirs), and outside the Choir Room (this is a recent, direct copy of the online calendar), it is up to the individual families to note when they are scheduled. If you are unavailable for a date you are scheduled for Duty Parent, you need to switch with another family. Please also let the Duty Parent Coordinator of your choir and the Music Office know, in advance, of the change. If you have difficulty finding a replacement, please let the Coordinator know in advance to ensure that the date is still covered. If something comes up at the last minute and no substitute is possible, be sure to call the Music Office (203-776-2616) to let them know so that they will be aware no parent will be present that day. Also, if you are going to be late for Parent Duty, please also call ahead to the Music Office.

Thanks for your help in this important responsibility!