

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 is posted on the choir calendar website (the Duty Parent is the one listed in all CAPS), along with the rehearsal schedule. **It is an important responsibility of all parents to keep careful track of when they are scheduled to be Duty Parents.**

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 the Director of Music, Associate Director of Music or Organ Scholar (whomever is conducting the rehearsal) so that they 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 laundry room off the Choir Room.

In case it is a quiet night or afternoon the day they are on for a rehearsal, Duty Parents may wish to bring their own work, or a good book. The Undercroft and Church now have wireless internet access if you wish to bring a laptop computer.

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 for that choir sits in the Gallery beside them 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 OR carpooler responsible for taking the boys and girls home upon checkout. Carpooling parents should let the Duty Parent know all the singers they are taking.

NOTE: weekday checkout (when there is no meal) is done from just inside the main Temple Street door. If there is a meal, AND on Sundays, checkout is done from the Undercroft.

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. **If the Duty Parent must leave before all are checked out, they must first notify music staff to assure that further provisions are made.**

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

HOW DUTY PARENTS ARE SCHEDULED:

The schedule is completed and posted on the on-line calendar as soon as possible before or at the beginning of each term (Fall and Spring). Parents need to let the Parent Duty/Dinner Coordinator know if they have a preference as to the day of the week when they should be scheduled, or if there is a day they can never be on duty. Boys choir regular appearances are Wednesday, Friday and Sunday - Girls choir regular appearances are Tuesday, Thursday and Sunday. Only one parent is needed, per day, as Duty Parent. On a dinner night, we have one of the dinner families also serve as Duty Parent **(their name is printed in all CAPS on the calendar, as on non-meal days)**.

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

it is up to the individual families to note when they are scheduled. The choir calendar is linked from the Men and Boys page of the church website (www.trinitynewhaven.org). 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) know of the change, as the latter keeps the online calendar updated. If you have difficulty finding a replacement, contact the Duty Parent Coordinator in advance for assistance. If something comes up at the last minute and no substitute is possible, be sure to call the Music Office (203-776-2616) so that they will be aware no Duty Parent will be present that day. If you are going to be late for Parent Duty, please also call ahead to the Music Office.

Please remember that it is each parents' responsibility to keep track of when they are scheduled.

Thank you for fulfilling this important role, and for your time!