

**Lawrence Community
HandBell Choir
Member Handbook**

2022-2023

Mission Statement

The Lawrence Community HandBell Choir (LCHBC) is devoted to sharing and exemplifying the art of handbell ringing. We value the time, talent, and opinions of all of our members. We are committed to developing out-reach programs for both youth and the underserved population in the greater Lawrence, Kansas area and promoting musical education at all levels.

Governing Board

The Lawrence Community HandBell Choir Governing Board includes the Artistic Director, Co- Director, and Chief Financial Officer (CFO). Additional members can be added at a later date, as deemed necessary by Board members.

Membership

Auditions

Membership in the ensemble is by audition with the Artistic Director, Co-Director, CFO and other judges selected by the directors. Auditions for current and prospective new members will be scheduled once a year in August/September and/or January. Prospective new members may also audition at any time throughout the year by contacting one of the directors. Ringers wishing to audition must complete a general information application form.

Ringer Evaluations

Current members will be evaluated by the directors at the conclusion of each concert season and may be required to re-audition if necessary. The directors may elect to conduct a mid-year evaluation of any member.

Dues

Members are required to pay dues at the beginning of each concert season to help defray expenses. Dues are payable by the end of the first week of September and again by the end of the **second** week of January.

Dues are \$25.00 per semester, \$20.00 per semester for full-time student members.

Dues can be accepted by one of the directors or by the CFO. Cash or Check is acceptable (checks to be made out to: *Lawrence Community HandBell Choir Fund*).

Ringer Agreement

Each member must complete and sign a “Ringer Agreement” (included at the end of this document) indicating their understanding and acceptance of the expectations contained herein as well as acceptance of concerts scheduled to date. Failure to meet any of these expectations could result in removal from the ensemble. Additionally, each member must indicate on the Ringer Agreement those areas/activities where they would like to assist with the work and promotion of the ensemble.

Absences/Substitute Ringers

In the event of a planned absence from rehearsal, ringers are to secure their own substitute ringer from the Approved Substitute Ringer List (separate document). **Ringer is responsible for executing arrangements to exchange their marked music with the sub and to notify one of the directors in advance as early as possible.** Sometimes emergency situations arise that do not have prior arrangement. If this occurs, ringers are to notify one of the directors as soon as possible by text or phone call.

Substitute ringers are not required to pay annual dues or sign a Ringer Agreement. All subs are expected to follow expectations outlined in the Ringer Handbook and be committed to LCHBC’s mission.

Rehearsals

Practice Expectation

Members are expected to be able to perform their parts at a high level of musicality, and may need to study and practice those parts outside of regular rehearsal times. Minimal talking about execution of difficult parts with a neighbor is acceptable however **excessive talking is discouraged**. It is difficult to hear directives when there are unnecessary conversations taking place. Please keep those talking times to prior or after rehearsal or during breaks.

Schedule

Ringers are expected to attend rehearsals on a weekly basis, beginning promptly at 7:00 pm on Tuesday evenings ending at 9:00 pm. If a rehearsal is cancelled, ringers will be notified by text or email. Additional rehearsals may be scheduled as needed.

Equipment

Ringers are expected to help set up equipment prior to the 7:00 pm beginning of rehearsal, and put away all equipment at the end of the rehearsal. The Chairperson of the Logistics Committee will coordinate the setup and takedown of all equipment for all rehearsals and concerts.

All ringers will have their own music (to be labeled with their name on cover page) in their own folder. Ringers are responsible to bring their music home for practice/review and back to use for each rehearsal, each individual turning their own pages.

Cell Phones

Cell phones are to be turned off or put on silent during rehearsals and concerts.

Performances

Schedule

The performance schedule for the upcoming season is provided separately and listed on the Ringer Agreement. Initialing each date shows acceptance of these performance commitments. Additional performances may be scheduled by the directors, based on availability of members.

Performance Subs

Performance substitute ringers must be approved by the directors and must be available for adequate rehearsal time prior to the performance.

Call Times and Directions

Call times for concerts will be announced at least one week prior to each performance, generally two hours prior to performance time but varies with travel time. Ringers are expected to arrive on time. Directions to performance venues will be provided to each ringer.

Equipment and Transportation

The Chairperson of the Logistics Committee will coordinate transportation, setup, and takedown of all equipment for every performance. All members are expected to assist.

Attire

Gloves – Gloves are optional for ringing. Any color is acceptable for rehearsal. Members are expected to supply their own rehearsal gloves.

Performance – LCHBC polo shirts and black pants/skirts or other Director's discretion. Each ringer must purchase their own individual shirt. We will supply black gloves with LCHBC logo for performance or performance entrance if needed. Additional information upon request.

Organizational Expectations

The Lawrence Community HandBell Choir (LCHBC) is a not-for-profit organization, with all volunteer Board members. All members will be expected to help in the recruitment of new members, promoting the choir, advertising performances, and searching for performance opportunities. Each member will be expected to assist committee chairs. Members of each committee will be in rotation annually. Members should select committees/activities in which they are willing to assist on the Ringer Agreement.

Committees will include the following:

Marketing and Fundraising - Coordinates marketing, advertising, publicity, and fundraising for the group.

Logistics – Assists directors in maintaining equipment, conducting pre-concert site visits, planning, organizing, and moving equipment needed for rehearsals and performances.

Historian – Collects and maintains history of the group, programs from performances, and any other historical information pertaining to the group.

Questions / Concerns

LCHBC is a Board-directed organization that relies on trust and open communication among all members. Members are encouraged to bring concerns/questions to the Artistic Director or any member of the Board so that potential problems can be resolved so as not to interfere with the ensemble's mission.

Please see our website: www.LCHBC.org and Facebook page www.facebook.com/LawrenceCHBC/ for up-to-date personnel and ringing/concert schedules.

Lawrence Community HandBell Choir

Ringer Agreement

I have read the Lawrence Community HandBell Choir (LCHBC) Member Handbook and understand my membership in LCHBC is based on my complying with the expectations stated herein. I also understand that failure to meet any of these expectations could result in my removal from the group.

My semi-annual dues are:

_____ \$ 25, submitted with this agreement

_____ \$ 20 (full-time student), submitted with this agreement

I would like to assist with the following committees/activities:

_____ Marketing and Fundraising – Becky Harris

_____ Logistics – Larry Puckett (to and from venues)

_____ Other (please specify) _____

Suggestions: _____

Print Name

Signature

Date

**Lawrence Community HandBell Choir
Performance Schedule
2022-2023
Confirmed Concerts & Possible ringing dates**

_____	Sunday, November 27, 2022	Time TBD
	First United Methodist Church	
	946 Vermont Street, Lawrence, KS 66044	
_____	Friday, December 2, 2022	Time 7:30PM
	St. Joseph Catholic Church	
	1311 Johnson Drive, Shawnee, KS 66203	
_____	Tuesday, December 6, 2022	Open Date
_____	Saturday, December 10, 2022	Time 10:00 AM (quartets)
	Lawrence Holiday Farmers Market	
	Open Pavilion, DG CO Fairgrounds	
	1930 Harper Street, Lawrence, KS 66044	
_____	Friday, December 16, 2022	Time TBD
	First Presbyterian Church	
	2415 Clinton Parkway, Lawrence, KS 66047	
_____	Saturday, December 17, 2023	Open Date

Other events to be announced as they are scheduled/confirmed.