



Attendance Policy

The purpose of this attendance policy is to promote the molding of a collection of diverse people who all give of their time, effort, and individualism into a whole ... that whole being far greater than the sum of its parts.

A choir must rehearse together on a consistent basis to develop a uniform sound. Hiring a group of professionals alone to sing a choral concert on 3 – 4 rehearsals will never present the same quality of concert as a well-rehearsed choir. There is simply no substitute for a group of people working together to learn the music and its nuances, thereby developing cohesive comprehension and presentation of the work.

The Choristers has long been proud of the professionalism of its members, the level of cooperation and quality the group has been able to achieve in the presentation of its concerts. To achieve the group vocal quality befitting the Choristers, the Board of Directors supports the Artistic Director in establishing the following attendance policies for members of the choir.

1. Expected Overall Attendance per Concert Season

- a. Choir members are expected to attend all rehearsals ***unless they have a significant need to be away.***
 - i. Singers who know in advance that they will miss a rehearsal will indicate such on a “sign-out” sheet on the choir’s bulletin board.
 - ii. If an unavoidable circumstance arises on the day of a regular rehearsal, singers are expected to call/text/send an e-mail to the Artistic Director (David Spitko, cell phone number (610) 248-1388 or DSpitko@TheChoristers.org), President (Maggie Hasani, cell phone number (610) 780-9057 or President@TheChoristers.org) or Secretary of the choir (Eileen Erinoff, cell phone number (267) 626-4292 eerinoff@comcast.net), or someone else in the choir who will communicate with one of those individuals.

2. Limits to Number of Absences

- a. If a singer needs to be away, there are established limits:
 - i. A singer may miss no more than 25% of the rehearsals. With the shorter rehearsal schedule common in the fall, a singer may miss up to 3 rehearsals. With the longer rehearsal schedule common in the spring, a singer may miss up to 4 rehearsals.
 - ii. A singer may not miss more than two rehearsals in a row in a concert season.
 - iii. A singer may not miss two rehearsals in a row more than once in a concert season.
- b. If a singer arrives after 7:45 PM or leaves before the end of a rehearsal three times will be counted as having missed one whole rehearsal, unless the late arrival or early departure was caused by illness.
- c. It is expected that barring significant illness or an unusual circumstance, a singer will not miss the maximum number of absences allowed. Singers are encouraged to recognize early in the rehearsal period that illness is a possibility. Singers should not start the rehearsal period with the maximum number of absences already planned/scheduled.

- d. Because of the cycle/timing of publicity and scheduling of auditions for new members, new members often start singing 3 – 4 weeks into rehearsals for a concert. This will be permitted only for new members and their absences prior to joining the choir will not be counted against them. However, the number of permissible absences as provided in #2(a)(i) above will be pro-rated.
 - e. Ultimately, the Artistic Director shall maintain the right to determine if a singer is able to participate in a performance based on his or her attendance.
3. Procedure for Excessive Absences
- a. When a singer exceeds any of the three above limits (whatever the reasons), the singer will be informed by the Artistic Director that his or her ability to participate in the performance is under review. If it is determined that the singer will not be adequately prepared to sing with the group, the Artistic Director will ask the singer to excuse themselves from the performance.
 - i. The same procedure will be used if a singer advises in advance that s/he will be missing enough rehearsals to exceed a limit.
4. Absences Close to A Concert
- a. The last four rehearsals prior to a concert will be mandatory rehearsals.
 - b. “Mandatory Rehearsal” shall mean:
 - i. A singer cannot sign-out without first discussing the reason with the Artistic Director.
 - ii. A social event or a vacation is not an excused absence. Singers will be provided the choir’s schedule well in advance to avoid agreeing to a social event or scheduling a vacation over a mandatory rehearsal.
 - iii. A single absence will be excused for participation in a concert with another arts organization, a major family event such as a wedding or a mandatory work event.
 - iv. A singer cannot miss the dress rehearsal for any advance scheduled event except for a mandatory work event and only if the singer has attended all the other mandatory rehearsals.
 - v. In the instance of missing any mandatory rehearsal (including dress rehearsal) as a result of illness or other similar unexpected emergency, such will be excused at the discretion of the Artistic Director so long as the singer has not missed too many other rehearsals during the rehearsal season.
5. Attendance Sign-In Sheet: To facilitate the choir having accurate attendance figures, it is important that each choir member check off his/her name on the attendance sheet each week. Singers who do not know where the sheet is kept should ask the Artistic Director or any member of the Board of Directors.
6. Paid Section Singers: The Artistic Director, in consultation with the Board of Directors, often retains paid section singers who sing with the choir the entire concert season or begin singing with the choir two to three weeks before a concert. These paid section singers are not subject to this policy.