



**CHOWAN**  
**UNIVERSITY**

**Gospel Choir 2022-23**  
**Handbook**

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# The Chowan University Gospel Choir

The Chowan University Gospel Choir (CUGC) was created the Fall semester of 2022, under the direction of Calvin L. Carter, to afford students the opportunity to not only worship and perform for formal and spiritual events, but to also compete at the collegiate level in Gospel Choir Competitions. Calvin, 2015 alumnus returned to Chowan University in the Spring semester of 2022 as the newly created position of Minister of Engagement.

The CUGC is an auditioned mixed vocal ensemble that will not only serve as one of the branches of the university's Campus Ministry, but also represent Chowan University as a university ensemble. The choir could be called upon by the university to perform for, but not limited to, formal events, special events, and annual events. The choir can also be called upon by campus ministries to minister for, but not limited to, spiritual retreats, missions' trips, church relation programs and other events.

*"Let everything that has breath and every breath of life praise the Lord! Praise the Lord! (Hallelujah!)"  
Psalms 150:6 (AMP)*

## Mission

The Chowan University Gospel Choir is grounded in Faith and Ministry; dedicated to learning and performing Gospel music using a variety of musical techniques from a variety of styles of music; and cultivating the student's spiritual, social, and intellectual relationships with all they encounter.

## Vision

Our vision is to create a diverse and safe space that empowers students of faith, through music, to advance in their calling, relationship, and service in the kingdom of God.

## Membership

When a student holds a position in the Chowan University Gospel Choir, they are making a commitment to the ensemble and all of its rehearsals, performances, activities, rules, and regulations. Each member of the choir plays a crucial role and is held to the highest of standards. This includes physical, mental, emotional, and spiritual standards when representing Chowan University, Campus Ministries and the Gospel choir.

It is important for group members to reach out to, communicate, and pray with and for each other on a regular basis. Mutual respect and understanding within the membership of the group allows us to achieve unity and produce emotionally expressive and motivating music. It takes hard work and dedication to make every rehearsal and performance successful. Building and maintaining confidence and trust in those around us ensures this success.

# Attendance Policy

These policies apply to all scheduled sectionals, rehearsals, and performances.

1. Be at every rehearsal, sectional, and performance; please refer to the calendar for all scheduled dates. Always be prepared for unscheduled events requested by the university or campus ministry.
2. Attendance will be taken at every sectional, rehearsal and performance.
3. Regular attendance is required. On the third (3rd) excused and/or unexcused absence in a TH rehearsal or sectional may result in immediate release of membership and default on scholarships for the year.
4. A member absent from any performance or dress rehearsal without prior permission from the Director may result in immediate release of membership and default on scholarships for the year.
5. If a choir member is temporarily unable to sing due to illness, please alert the director. A virtual zoom link will be provided for that member to listen and take notes during the rehearsal.

## Expectations

1. Students will be present for all rehearsals, sectionals, and performances as they are required. (Dates to be confirmed based on student schedules)
2. There is no food, candy, gum, or soda in rehearsal or performance spaces. However, water is allowed and encouraged.
3. The student will come to every rehearsal and sectional prepared with their music book/folder, pencil and sheet music/lyrics/lead sheets.
4. The student will be sure to number each measure of their sheet music before the next rehearsal.
5. The student will keep conversation between transitions kept to a minimum during rehearsals unless exalting/worshiping.
6. The student will not hum the pitch that is given to start pieces. If a member does not hear the pitch, they are to simply bow their head down and the pitches will be given again.
7. After checking in, the student will not use their cell phones during rehearsals. They will be either turned off or put on silent NOT VIBRATE<sup>1</sup>.
8. **ABSOLUTELY NO CELL PHONES ON STUDENT DURING PERFORMANCES.**
9. The student will give undivided attention to the person in front of the choir during announcements, rehearsals, and performances.
10. Students are asked to refrain from leaving out of the rehearsals frequently. Try to take care of all personal needs before rehearsal begins.

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<sup>1</sup> Student workers that hold a position that requires them to be on call (Resident Assistant, Ministry Chaplains, etc...) are allowed to have cellphones on vibrate.

# Sectionals

During the required sectional practice, each member of the choir is expected to work together to correct and clarify problem issues in songs within the section. Each voice part will have one sectional practice a month, and the same respect and attention is expected during sectionals.

## Performance Procedures

1. All performances are mandatory. Missed performances may result in immediate default on scholarships for the year.
2. Warm-ups are scheduled for 90 minutes before a performance, unless otherwise stated. See rehearsal expectations.
3. Be at the pick-up location on time and prepared to assist with loading.
4. The choir will proceed together to the concert site, assist with unloading, then proceed to the practice area and wait in a professional manner.
5. Follow all directions as quickly and accurately as possible.
6. **Members of the ensemble should keep their eyes on the director at all times during a performance.**

## Tour Etiquette

CUGC aims to have an international or domestic tour during spring break each year. We will sing for churches, schools and other events. The choir will also be given the opportunity to experience the culture of the cities we visit. It is paramount to remember we are representing Chowan University at all times. The manner by which we present ourselves is always going to directly impact the image of not only the choir, but Chowan University. The rules of our Student Handbook will be expected on campus, throughout the United States or internationally at all times. Any violations will be subject to our student conduct policy.

## Things to keep in mind...

1. It is imperative that each member is on time for each event on tour out of respect for the whole ensemble, and for his or her own safety.
2. The support and respect of fellow choir members are very important. Do your best to always maintain a positive attitude.
3. Avoid the use of strong or heavy perfumes, including hairsprays and aftershaves. They can damage choir robes or compromise the health of those with allergies.
4. Personal hygiene is very important. Remember to pack, and carry with you, proper products to be as hygienic as possible. (see tour packing guide)
5. When representing Chowan University and the CUGC, members should always conduct themselves with dignity and act appropriately.
6. Members are responsible for their own belongings, valuables, and money brought on tour.
7. All rules about performance procedures and performance attire will be followed on tour.

## Performance Attire

All members must have their performance attire checked off by the Director or Choir President within two (2) weeks of the first practice. All members will be notified as to which attire to wear for events as they arise. Please do not wear anything dangly or gaudy. Each student, when made available, will receive a CUGC polo, choir robe, and stole. Each student will be responsible for care and storage of their shirt, robe, and stole. They are to only be worn when informed to do so. Additional polo shirts will be available for a modest charge.

### **Men**

- Black Dress Pants
- Black Belt
- Black Dress Socks
- Black Dress Shoes
- White Button-up
- White T-shirt

### **Women**

- Black Skirt
- Black Dress Shoes
- White Button-up
- White Camisole
- White T-shirt

### **Not Acceptable as Performance Attire**

- Saggy/Baggy pants
- Flip flops or sandals
- Sneakers
- Sweatpants or shorts
- Jeans or skirts with excessive holes
- Skirts that are too tight or short
- Open toed dress shoes
- Heels taller than 3 inches
- Leggings or yoga pants

## Robes

If any issued item is damaged, lost, or not returned, the student must reimburse Chowan University the full replacement cost of that item. Any damage from normal wear and tear, or maintenance issues, must be reported as soon as possible to the Choir President or Director.

- Each choir member is entrusted with the care and upkeep of their assigned robe.
- Robes must be kept clean and damage free.
- No collared shirts are to be worn under the robes, only white T-shirts.
- Anytime a member is visible to the public, robes must be fully zipped with the collar fastened.
- **Hair must be kept off the robes at all times.**
- Eating, drinking, and getting the robe wet is prohibited.
- Always transport the robe and polo in your garment bag.
- Students may only use the robe and stole assigned to them.
- At the end of the semester robes must be inspected and returned to Director for storage

## Choir Leadership

This is a complete list of positions and their responsibilities, but not limited to, for the positions for CUGC. Not all positions may be filled due to size or logistics, however, will remain open until it is deemed a necessity.

### PRESIDENT

1. Assists the director with concert and tour logistics.
2. Is a liaison between the director and choir council to the choir.
3. Responsible for organizing and lining up the choir before performances.
4. Must have a minimum of three (3) semesters as a member of Chowan University Gospel Choir.

### VICE PRESIDENT

1. Assists with logistics for concerts and tours.
2. Responsible for distribution of calendar updates, and other performance related updates.
3. Fills in when the President is absent.
4. Must Have a Minimum of two (2) semesters as a member of Chowan University Gospel Choir.

### SECRETARY

1. Records rehearsal and concert attendance
2. Responsible for music, handouts and other various documents
3. Records Minutes at Choir Leadership Meetings
4. Assists with any various needs of President and Vice President
5. Any member of CUGC can hold this position

## SOCIAL Committee

1. Responsible for group activities during choir retreats, and social events.
2. Responsible for Public Relations and Publications for events.
3. Responsible for greeting and assisting visitors.
4. Responsible for group photos, displays and social media posts.

## Contact Information

### Campus Ministers

<b>Name</b>	<b>Email</b>	<b>Phone #</b>
Mari Wiles	wilesm@chowan.edu	252-676-0910
Calvin Carter CUGC Director	clcarter@chowan.edu	252-326-7850

### Ministry Chaplains

<b>Name</b>	<b>Room</b>	<b>Email</b>	<b>Phone #</b>
Diamond Martin	Whites A 101-D	dldmartino40799@chowan.edu	336-482-8125
Crystal Washington	Simons-210	clwashington1128@chowan.edu	910-978-4556
Welinton Mariano	Whites G	wmariano0610@chowan.edu	308-631-9129
Erica Mock	Belk 103	eemock1114@chowan.edu	5754495493
Brayden Conboy	Parker 103	btconboy1108@chowan.edu	757-633-1278
Patrick Krack	Whites G 203-C	pkkrack0316@chowan.edu	609-401-5044



## Choir Leadership

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Phone #</b>
	<b>President</b>		
	<b>Vice-President</b>		
	<b>Secretary</b>		
	<b>Social Committee</b>		

## Chowan University Gospel Choir Ministry Covenant

Chowan University Gospel Choir is a music ensemble that serves as an extension of Chowan University and Campus Ministries. Our hope is that we minister to individuals, through music, for those who come to Chowan University will know God better, know themselves better, and find community. Through music and service, the choir members covenant to honor God and edify the University community while sharing the light and truth of God's salvation by:

- Modeling the ethics of Jesus Christ.
- Rendering grace-filled pastoral care.
- Promoting justice and unity as local and global gospel citizens.
- Nurturing relationships among the University family, and
- Helping others seek, meet, and follow God.

As a member of Chowan University's Gospel Choir...

1. We seek to be faithful to the mission of Chowan University's Ministry.
2. We seek to offer Chowan University a faith and ministry focused choir that leads worship, engages in an honest discussion where we listen to one another, disagree agreeably, maintain one another's confidentiality, and support one another.
3. We seek to make our classwork a priority.
4. We will honor God with our lives, words, and actions on this campus. We honor God by attending meetings, honoring commitments, and honoring the authority of the office of Campus Ministry.
5. We will pray for each other every week.
6. We will handle conflicts as Jesus outlined in Matthew 18, seeking to understand one another's views.
7. We will fulfill our responsibilities as outlined by the Minister of Engagement and Minister to the University.

# Chowan University Gospel Choir Ministry Covenant Contract

***I hereby acknowledge, by my signature below, that I have received a copy of and read Chowan University Gospel Choir Ministry Covenant. I fully understand that as Christian leaders on our campus, we will live out the ethic of Jesus in our relationships with peers, faculty, and staff. Our expectation is to exhibit Christ in and out of the classroom, residence halls, social events, and social media. Any violation of the student code of conduct-- including sexual misconduct, drugs, alcohol, how we talk to and about one another and ourselves-- will preclude one from serving and will result in defaulting my scholarship for that year.***

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Student Name (print)

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Student Signature



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Date

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Calvin L. Carter, Director & Minister of Engagement

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Date

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Mari Wiles, Minister to the University & Asst. Dean of Students

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Date

