

City of Oxford Choir - Information for members

Welcome to the City of Oxford Choir! It's great to have you as a member and we hope that you enjoy your time making music with us.

Here is some practical information about the choir. If any question that you may have is not answered, do ask any member of the committee who will be happy to help. You can either find them during a break at rehearsal or phone or email them (details below).

Your contact details and choir communications

The choir committee keeps a current list of the addresses, phone numbers and email addresses of all members of the choir - the choir secretary will ask you to complete a form with this information when you join.

We use a googlegroup mailing list (city-of-oxford-choir@googlegroups.com) to email rehearsal dates and times, concert dates, and other important information so please do keep an eye out for choir emails.

For friendly reminders you can also join the Choir Whatsapp group – contact the choir secretary to be added.

Publicity, the choir website and social media

www.oxfordchoir.org

On the choir website you'll find information including details of our forthcoming concerts. There is a members' section where you can find rehearsal and concert dates and a weekly rehearsal schedule.

Twitter: [@CityOxfordChoir](https://twitter.com/CityOxfordChoir) Facebook: [The City of Oxford Choir](https://www.facebook.com/TheCityofOxfordChoir) Instagram [@cityofoxfordchoir](https://www.instagram.com/cityofoxfordchoir)

Please follow us on social media if you're on any of those channels. We're always keen to boost our social media content so if you're keen to do that then we can make you an admin of the appropriate site.

Our Publicity committee members arrange excellent posters to advertise the concerts so please put them up wherever you can and share the image via your usual networks.

The choir regularly uses photos, video and audio recorded sections of rehearsals and performances in publicity materials, including social media. If for any reason you wish to be excluded from that please contact the choir chair or secretary.

Rehearsals

We are currently holding rehearsals at All Saints Church, Headington 7.30-9.30 pm. This church is quite spacious.

Rehearsal dates are on the website: <http://oxfordchoir.org/members/rehearsal-venues-dates>

In an ideal world we would all attend all the rehearsals, but if you're unable to come then please let Duncan (Musical Director) know as soon as possible (duncan@duncanaspden.co.uk or

07812 193615). If you are absent for more than 25% of rehearsals of any one concert period, then Duncan will discuss with you whether it is appropriate for you to sing in that concert.

Likewise, if you know you cannot make a concert then please let us know as soon as you can. This helps with things like planning repertoire/parts and music hire. If you stop singing part way through a term, please return your music to Heather (Librarian) as soon as you can. However, even if you miss a concert, we would usually still expect you to pay your sub for the term. Please note that the expectation is that you will only miss a concert due to an unavoidable clash, not because you don't particularly like the music! If you can't make the concert you can still come to rehearsals up to the last two before the performance.

Sheet music

Heather (Librarian) sources the sheet music for each concert and hands it out at the start of rehearsals each term. You will be allocated your own music number. Please return your copies at the end of the concert. Duncan (Musical Director) is always keen to hear [suggestions for new repertoire](#) if you have any past favourites or pieces you've always wanted to sing.

Rehearsal refreshments

During the break in our rehearsals we have notices from committee members, tea and biscuits, and a chance for a chat with other choir members. Choir members take it in turns to provide the tea, milk and biscuits.

Concerts

We perform four times a year, typically in central Oxford venues such as college chapels, with one "Away Day" in October outside of Oxford. Concert dates are on the website - please try and keep them free. We're always keen to investigate singing in new places so if you know of one do let a committee member know.

The concerts are generally on Saturday evenings and we have a rehearsal, usually around 2.30-5pm, on the afternoon of the concert in the venue. Sometimes there is a rehearsal on the Friday evening as well.

The Concert Manager (Alix) runs things on concert days and will ask in advance for help with specific tasks such as setting out chairs, arranging refreshments for interval drinks, transporting and putting together staging and folding programmes. It's a team effort!

Folders

We use maroon folders for concerts, please purchase one in time for your first performance!:

<https://www.chamberlainmusic.com/products/mapac-mp11630?variant=7227681865773>

Dress for concerts

Men: Plain black long-sleeved, open-collared shirt, black trousers, black socks and black shoes. The men sometimes wear black jackets if the venue is cold.

Women: Black long-sleeved (at least below elbow) blouse or shirt, black skirt (at least below knee) or trousers, black tights/socks and black shoes.

Membership subscription

We have an annual membership subscription, which in 2023-2024 is £250. You can pay in either one lump sum, or in 10 monthly instalments of £25, November 2023 to August 2024.

Please pay by a direct bank payment to “City of Oxford Choir” Sort code 40-52-40 account number 00019946 with SUBS and your name as the reference, and email Richard (Treasurer) to let him know how you are paying.

Gift Aid: If you are a UK taxpayer please make a gift aid declaration (part of the new joiner form) so we can claim gift aid on most of what you give to the choir.

The full year is normally payable even if you are not singing for a term because the membership fee needs to cover our professional musical director’s fees, music costs and rehearsal venue hire. We do make exceptions e.g. for maternity and other unavoidable leave!

We are keen that people should not be prevented from singing by their finances. If you cannot manage the full fee please speak in confidence with Sarah (Secretary), Richard (Treasurer) or Carla (Chair) to make an alternative arrangement.

We offer a 100% discount on the membership sub for those under 25. If this applies to you please let Richard (Treasurer) know. We welcome any donations you can make and appreciate that you can still contribute to the choir in other ways such as promoting ticket sales.

Some people might wish to make additional financial contributions to the choir, for example by purchasing a set of music or underwriting a particular concert or soloist. If this interests you please speak to Richard (Treasurer) or Carla (Chair) and we will be very grateful.

Tickets for our concerts

Flora (Tickets Officer) is in charge of ticket sales which we do via Tickets Oxford. Tickets are £15 but can be obtained at a discount using the code CITYOX. Concessions are £12 and students/children £5. All choir members are strongly encouraged to sell at least two tickets, but the more you sell the more adventurous we can be in future music-making! We rely on ticket sales from our concerts to pay for various expenses of the choir, for example the cost of accompanists (organists, pianists, chamber groups) and the cost of our concert venues. It is very helpful if you can sell tickets as early as possible to help predict the audience size.

We have a Benefactor scheme which audience members can join for an annual fee of £60/£50 concessions/£25 students and which includes tickets to all our concerts and an acknowledgement in the programme. Let the Tickets Officer know if you have anyone who would like to join the scheme.

The constitution of the choir

The choir has a constitution which governs the way that it operates (available to read on the website if you’re keen). The Committee holds meetings four times a year which anyone is welcome to attend. We hold an AGM in October, and sometimes combine it with a social event.

It is the choir's chance to nominate and elect new members of the committee, raise issues of interest or concern and hear reports from the Musical Director and the committee officers, and discuss and set the annual subscription as well as the Musical Director's stipend.

Fundraising

At present we don't do a lot of additional fundraising, although suggestions are always welcome. We are registered with [easyfundraising.org.uk](http://www.easyfundraising.org.uk) so please use these when you shop online (they give a small % of the purchase price as a donation to the choir).

<http://www.easyfundraising.org.uk/causes/oxfordchoir>

Social events

We have about four social events per year and in the past these have ranged from meals out to board game events, bowling and a cabaret night! Sometimes we go to the pub after rehearsals (usually the Britannia nearby). We like to support each other's events so if you're taking part in another concert then please do send the details round the choir mailing list. Likewise, if you're planning on going to another concert/musical event feel free to share it round if you'd like other choir members to join.

The Committee

The current Committee members are:

Chair	Carla Cohen	chair@oxfordchoir.org
Treasurer	Richard Oxley	treasurer@oxfordchoir.org
Secretary	Sarah Tanton	secretary@oxfordchoir.org
Librarian	Heather Ralphs	librarian@oxfordchoir.org
Publicity Manager	Ming Lee Alsop-Lim	publicity@oxfordchoir.org
Tickets	Flora Carnwath	tickets@oxfordchoir.org
Concert Manager	Alix Lamb (stage management) and Susie Allan (bookings)	concerts@oxfordchoir.org
Social Media Secretary	Kelly Davis	kellyld@hotmail.co.uk

We hope you will enjoy singing with the City of Oxford choir and thank you for joining us.