

# Cappella Nova

— BATH —  
chamber choir

## Information for Members September 2023



Bath Festival *Party in the City*  
Christ Church, Julian Road, 12th May 2022

**Cappella Nova** is a chamber choir from Bath and North Wiltshire, established in 2001 from a more informal group of singers. We sing sacred and secular music spanning 600 years, both *a cappella* and with organ or piano accompaniment.

Cappella Nova performs around four concerts each year in different venues in the area, in most cases in support of a local church or local or national charity. In the years 2012 – 2022 we raised over £23,000 in this way.

We also sing for occasional church services (usually Choral Evensong or Eucharist) either as a one-off engagement or for a weekend as visiting choir at a cathedral or similar venue.

The choir aims to cover its own running costs through the members' subscription and occasional fee-paying events such as weddings. Cappella Nova values the social aspects of belonging to a choir and will normally plan a social event after each concert, as well as a summer party.

The choir works together in a friendly and informal environment and this guide aims to set a framework for the operation of the choir and the expectations of its members.

This information booklet will be updated and issued in pdf format after each AGM, including any changes to the committee or to the way the choir is run.

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<i>website</i>	<a href="http://www.cappellanova.org.uk">www.cappellanova.org.uk</a>
<i>Facebook</i>	Cappella Nova Wessex
<i>Twitter</i>	@CapNovaChoir
<i>email</i>	<a href="mailto:info@cappellanova.org.uk">info@cappellanova.org.uk</a>

## Cappella Nova committee

Appointed at the Annual General Meeting 25th June 2023

<b>Chair</b>	Paul Cartwright
<b>Musical Director</b>	Tony Shield
<b>Treasurer</b>	Lizzie Davies
<b>Librarians</b>	Charlotte Darwin, Sarah Service
<b>Concert Manager</b>	Patricia Dunlop
<b>Membership Secretary</b>	Nicky Lee
<b>Rehearsal Attendance Register</b>	Tony Shield
<b>Publicity Secretary</b>	Simon Baker
<b>Website and Social Media</b>	Simon Baker
<b>Ticket Secretary</b>	Marjorie Gibbon
<b>Social Secretary</b>	Freddy Stradling

## Other roles

Members who assist in the running of the choir include:

<b>Concert Readings coordinator</b>	Barry Edwards
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## Choir membership

The choir welcomes applications from experienced singers who have reasonable sight-reading skills. Subject to a vacancy being available, prospective singers will be invited to attend two or three rehearsals before being given a short informal audition.

Singers should expect to learn music as necessary between rehearsals and to catch up on material from any missed rehearsals.

Choir members are not required to sing in all concerts but are expected to inform the Attendance Registrar and Musical Director which concerts they can commit to, and of any rehearsals they know they will miss. We need this information early as it affects the planning of material for each concert.

Choir members are encouraged to join the **Cappella Nova Updates** WhatsApp group - speak to the Membership Secretary.

## Rehearsals

We do not meet every week: for each concert, rehearsals will be on either Friday evenings or Saturday mornings, no more than once a week. The rehearsal schedule is issued by email and on our website [www.cappellanova.org.uk/membership/rehearsal-diary](http://www.cappellanova.org.uk/membership/rehearsal-diary).

We rehearse in the church hall at St Alphege's Church, Bath. Where possible we will hold at least one rehearsal in the concert venue before the day of the concert.

Members should miss no more than two rehearsals in preparation for a concert and should attend the final rehearsal on the day of the concert. Singers not able to commit to this but still wishing to sing should discuss this with the Musical Director.

There is a short break for notices during evening rehearsals. On Saturday mornings we have a longer coffee break. Members are asked to pair up and bring cakes or biscuits (home-made or shop-bought) once a year through a Duty Roster issued in September. One of the pair takes home the choir

'coffee bag' from the Saturday rehearsal prior to their duty and both manage the coffee/tea break on the day.

## Concerts

Choir members are encouraged to sell tickets for all concerts. These will be available from the Treasurer or Ticket Secretary at rehearsals leading up to the concert.

A concert may include poetry or other readings as well as music. Members are encouraged to suggest suitable readings and to volunteer to read.

For many concerts we arrange with the church or other venue to perform without a hire charge: after covering our costs, all proceeds are divided between the church and a nominated charity. If you are associated with a local church or charity who would benefit from this, please let the committee know: we are always keen to receive suggestions for future events.

Our audiences usually include family and friends, supporters of the selected charity and members of the church, as well as the general public. Front-of-house tasks are often undertaken by choir members' family and friends - we are grateful for this support.

## Concert dress

Cappella Nova's standard concert dress is **All Black**: for men, black long-sleeved shirts open at the neck (no tie), black trousers, black shoes. For women: black blouses or tops, full-length black skirts or smart trousers, black shoes.

For less formal concerts we may decide on **Coloured Tops**: replace black shirts or tops with plain (not patterned) ones, any colour. Black trousers or skirts as above.

For church services the dress code will be as agreed with the church. This tends to be either **All Black** (as above) or **Sunday Best**: lounge or business suit with tie for men, suitable smart dress or other outfit for women.

For weddings the dress code is usually **Sunday Best**.

Sheet music should be held in a black folder or ring binder (but don't punch holes in hired copies!).

## Choir management

The choir committee arranges and manages choir business such as rehearsals, concerts, the control of expenditure and fundraising. The committee meets on a regular basis: input from choir members is welcomed. Key decisions from committee meetings are communicated to the choir either by email or at rehearsals.

Committee members are appointed at the AGM, generally without election unless there is more than one candidate for a post. Re-appointments for subsequent years are made at the same time for committee members willing to continue to serve. Committee Members who no longer wish to serve inform the Chair so that he can let Members know of upcoming Committee vacancies prior to the AGM.

Choir members are encouraged to support the committee in carrying out their roles and offers of help are always welcome. Choir Members are encouraged to speak to the Chair or Membership Secretary about serving on the Committee, even when there are no vacancies, as responsibilities can be reallocated to make room for willing volunteers.

The choir constitution, adopted in January 2021, is appended to this booklet.

## Choir meetings

An Annual General Meeting will be held each season with the aim of reviewing the season, listening to the views of members, discussing future plans, adopting the annual accounts and electing committee members. The date for the AGM will be set by the committee and usually takes place in June or July, following the summer concert.

Extraordinary meetings may also be held as required as suggested by either a group of choir members or by the committee. Where possible these will be held during or after a rehearsal.

## Finances and fees

Cappella Nova aims to cover its normal running costs, such as venue hire and music purchases, through the charge of a small subscription fee and by fee paying events such as weddings. The subscription is recommended by the committee and agreed by the choir at the AGM. The subscription is intended to cover the hire charge for rehearsal venues and the costs of music hire or copying. Running costs in excess of £50 must be agreed by the Committee.

Subscriptions are due in September each year. The subscription for 2023/24 is £60. Members should not normally expect to sing in a concert if they have not paid the subscription. Anyone having difficulty in paying their subscription should speak to the Membership Secretary, Treasurer or Chair in confidence.

Costs of concerts such as publicity, programmes, refreshments and any soloist or accompanist fees are normally recovered from tickets sales prior to the calculation of profits for donation / sharing with venue or charity.

## Library and music

The choir has a library of sheet music, a few copies of standard books of music regularly used by the choir and larger sets of books used for other events such as weddings. This is kept in the St Alphege Hall storeroom and by the Librarian. Members are encouraged to buy their own copies of books we use regularly, including *European Sacred Music*, *Carols for Choirs 1-3* and *English Church Music 1*. Some copies of these may be borrowed from the library subject to availability.

The cost of additional music hired for a particular concert is usually covered by the annual subscription, but may be assigned to concert costs, depending on affordability. Hired or library copies must be returned promptly and in good state to the librarian after use.

## Data Protection

Cappella Nova membership records are held by the committee. The records include each member's email address and one or more telephone number. The records are used by committee members to communicate with the choir on matters relating to the organisation and running of the choir. We will also use the records to send occasional concert publicity from other choirs as part of our joint arrangement to share such information. If you prefer not to receive these mailings, please contact the Membership Secretary.

We will not share membership records with other organisations, except for providing participants' names to a venue or accommodation provider when organising visiting choir weekends.

If you wish to check what data we hold on you, or to update your contact details, please contact the Membership Secretary.

# Appendix

## Cappella Nova (Bath) Chamber Choir Constitution

### Name

The name of the choir shall be “Cappella Nova” hereinafter referred to as the Choir. To differentiate the Choir from other choirs with similar names, we will where appropriate use the name ‘Bath’ to identify our geographical location.

### Objects

The objects of the Choir shall be:

1. To promote the performance and appreciation of choral music through the presentation of public concerts, church services and other events.
2. To support local, national and international charitable organisations with the proceeds of ticket sales and donations at concerts.
3. The Choir will be managed on a not-for-profit basis in that all net proceeds from concerts will, after deduction of choir running costs, be donated to the concert venues and/or to charitable organisations as determined by the Committee.

### Membership

- i. Membership of the Choir shall be open to any person conditional upon the passing of an audition set and judged by the Musical Director.
- ii. Membership shall be conditional on the member paying the annual subscription as set by the Committee and accepted at the AGM.

### Officers and Committee

- i. The Choir shall be managed by a Committee consisting of the Chair, Musical Director, Treasurer, and additional Officers as agreed by the Committee (all of whom shall be members of the Choir).
- ii. Officers shall be elected at the Annual General Meeting.
- iii. Officers’ appointments shall run until the next Annual General Meeting, unless agreed by the Committee.

### Committee meetings

- i. The Committee shall meet at intervals to be decided by the Committee.
- ii. A quorum of 50% of Committee members shall be required for voting at each Committee meeting.
- iii. Written minutes of each Committee meeting will be kept.

### Finance

- i. The Treasurer shall maintain a bank account in the name of the Choir.
- ii. Income from concert ticket sales and donations at concerts will be used for the purposes of
  - a. Paying operating costs and expenses of the Choir

## Constitution

- b. Paying fees and expenses to any professional musicians employed
  - c. Making donations to charitable organisations as agreed by the Committee.
- iii. Income from members' subscriptions and from private hire events such as weddings will be used to cover Choir running costs.
- iv. No members of the Choir will receive payments from Choir funds except for refunds of legitimate expenses on behalf of the Choir.

### Annual General Meeting

- i. An Annual General Meeting (AGM) will be held each year on a date to be decided by the Committee. Members will be given at least 14 days' notice of the AGM.
- ii. A quorum of 30% of Choir members shall be required for voting at the AGM.
- iii. The agenda for the AGM shall include
  - a. Reports from the Chair and the Musical Director
  - b. A presentation of the accounts from the Treasurer
  - c. Election and re-election of Officers and other Committee members
  - d. Other business as raised by the Committee and by Choir members.

### Extraordinary General Meeting

- i. An Extraordinary or Special General Meeting (EGM) may be called by the committee or at the written request of a minimum of 5 Members. Members will be given at least 14 days' notice of the EGM.
- ii. A quorum of 30% of Choir members shall be required for voting at the EGM.

### Choir Rules

Rules for day to day running of the Choir will be defined by the Committee. These will be supplied to all Members in an 'Information Booklet' which will be updated after each AGM and will also include details of the current Committee.

### Dissolution

In the event of the Choir being wound up any assets remaining after the payment of debts and liabilities shall be transferred to a charitable institution or institutions to be determined by the Committee. The Committee will also decide on the disposal of physical assets including the Choir's printed music library and the electronic keyboard or any other devices purchased by the Choir.

Cappella Nova  
13th January 2021