

Cappella Nova

— BATH —
chamber choir



Information for Members

September 2026

website www.cappellanova.org.uk
Facebook Cappella Nova - Bath
Instagram cappellanovabath
email info@cappellanova.org.uk

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, sometimes in support of a local church or local or national charity. In the years 2012 – 2025 we raised around £30,000 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

Cappella Nova committee

Appointed at the Annual General Meeting 5th July 2026

Chair	Paul Cartwright
Musical Director	Marysia Górska-Saj
Treasurer	Marjorie Gibbon
Music Librarians	Charlotte Darwin, Sarah Service
Concert Manager	Patricia Dunlop
Membership Secretary	Nicky Lee
Publicity & Website	Simon Baker
Concert Programmes	Simon Baker
Social Media	Emily Brown
Ticket Sales	Caroline Bush
Social Events	Freddy Connolly
Outreach Coordinator	Tony Lloyd

An informal Marketing Group exists to coordinate outreach and marketing. Currently this includes Marysia Górska-Saj, Emily Brown, Carolin Bush, Tony Lloyd and Simon Baker

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 Membership Secretary 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 for choir-related messages. Scan the QR code to join this group.



A separate **CN Social** WhatsApp group is available for general chat between current and retired choir members. The group admins are Marjorie Gibbon and Freddy Connolly – ask them if you would like to join.

Rehearsals

We do not meet every week: for each concert, rehearsals will be on either Friday evenings for 2 hours or Saturday mornings for 3 hours, no more than once a week. The rehearsal schedule is issued by email and on our website 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 attend the majority of rehearsals before a concert. Any unavoidable absences should be notified to the Musical Director and the Membership Secretary by email or WhatsApp.

The MD's rehearsal notes are published after each rehearsal in a [Google document](#). It is important to review these notes, particularly if you have had to miss a rehearsal.

There is a short break for notices during evening rehearsals. On Saturday mornings we have a longer coffee break. Members are asked to bring cakes or biscuits (home-made or shop-bought) once a year in pairs through a Duty Roster issued in September. The choir 'coffee bag' is kept on the Cappella Nova shelves in the church hall. One of the pair should buy a litre of milk for their duty day, and check that there is sufficient coffee, tea and sugar prior to the rehearsal.

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.

At least once a year we will put on a concert in aid of a local or national charity, and suggestions for suitable charities are always welcome.

Our audiences usually include family and friends 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 and weddings the dress code will be as agreed with the organiser. 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.

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, Musical Director's fees and music hire and purchases, through the charge of a 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.. Running costs in excess of £50 must be agreed by the Committee. Profits from concerts are either given to a charity or accumulated to cover events that receive no income, such as our participation in Party in the City and Cathedral services and tours.

The subscription for 2026/27 is £180, which can be paid in full in September or in 6 monthly payments of £30 from 1 September. To encourage a broader age range within the choir and keep the membership at a sustainable level, a limited number of bursaries are available to newer members. For 2026/27 there are 5 'student' bursaries with subscriptions of £90 (50% reduction). In addition, anyone having difficulty paying their subscription should speak to the Chair, Membership Secretary or Treasurer in confidence. These 3 committee members can award up to 3 'reduced subscription' bursaries of up to £40 off if at least 2 agree. The maximum number of 'student' and 'reduced subscription' bursaries to be awarded, and the level of subscription reduction for each, will be set at the AGM for the following year.

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.

Supporters' Newsletter

Choir supporters receive an email newsletter several times a year. This contains details of forthcoming concerts, including notes from our Musical Director on the particular themes and music in the concert. Please encourage your friends to sign up to this via bit.ly/CN-news

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. Emails to the choir will normally be sent as Blind Copies to members.

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