

UUCA SANCTUARY SINGERS ROLES AND RESPONSIBILITIES: 2024-2025

9/5/24

PRESIDENT (1) --TBD

Assist Choir Director as needed
Represent the choir when asked
Lead group discussions of non-musical topics

MUSIC LIBRARIAN (3) —Jeff Robbins, Leanna McEneaney, and Marilyn Baker

Manage the music library and database for the choir
Pull music for rehearsals or performances
Create folders, name tags, etc. for new members
Assign folders and update choir folder list

WEBMASTER (2) —Cliff Gay and Emily Francomano

Manage Sanctuary Singers email listserv on Google Groups
Maintain choir member roster in Oracle and add new members
Manage and update choir website

MEMBERSHIP/MARKETING (2) —Michelle Palella and _____? _____, with help from Francesca Grisar, Jan Schiff, Joe Schmitz, Phyllis Liner

Greet visitors and new members
Prepare choir orientation material for new members
Maintain choir portion of Music bulletin board in Fellowship Hall
Organize choir recruitment events, soliciting volunteers as needed

SOCIAL ACTIVITIES/SUNSHINE CAPTAIN (2) —Eric Ackerman and _____? _____, with help from Francesca Grisar, Camille Hall, Jan Schiff

Manage Sunshine Fund and send cards/flowers to choir members
Organize non-recruitment choir social activities, soliciting volunteers as needed
Prepare calendar for choir social hours between services
Lead Joys and Sorrows time during rehearsal – Jan Schiff

SECTION LEADERS (4)

Welcome, introduce, and help orient new section members
Communicate changes in music or special instructions
Receive messages from members who will be late or cannot attend
Check in with section members who are absent for several weeks

Sopranos—Wendy Jessup, with Camille Hall as backup
Altos—Phyllis Liner, with Sara Anderson as backup
Tenors—Bill Reilly
Basses—Eric Ackerman