

# Ringer Responsibilities (2012-2013 Season)

Bells of the Lakes is an auditioned handbell ensemble whose dual focus is performance and education. It recognizes an opportunity to return some of the member's expertise to the community through various educational and performance-related events. Success of the organization, both financial and artistic, depends upon the contributions of its membership. Members of Bells of the Lakes (BotL) are expected to participate in the ensemble by being flexible, creative, adaptable, and by sharing their talents, working hard, and contributing toward the operation of the organization. These guidelines are provided to relate expectations and responsibilities of membership in four categories: musical, educational, financial and non-musical.

## Musical Expectations

**Performance schedule:** The playing season varies according to performance commitments, but generally begins with rehearsals in late August or early September and concludes after the Directors Seminar in August. A preliminary performance schedule will be provided in August. Additional performances may be considered and the manager will communicate revisions to the calendar via email or through discussion during rehearsals.

**Rehearsal attendance and expectation:** Members are expected to attend and be punctual for all rehearsals. Weekly rehearsals are held at Hennepin Avenue United Methodist Church on Mondays, from 5:30 - 7:00. Ringers are responsible for coming prepared to ring their parts and have their equipment ready in time to start ringing at 5:30. Ringers shall give their full attention to the director during the scheduled rehearsal time (no texting, checking cell phones, side conversations, etc unless related to rehearsal or an emergency). Additional rehearsals may be scheduled (i.e. on a Friday night preceding a weekend concert) as the performance calendar dictates.

**Absences:** These must be arranged in advance unless it is an emergency. In the case of an emergency, contact the director. Attendance problems will be addressed between the ringer and the director. When an absence occurs, the ringer will be responsible for contacting a substitute from the sub list, provide the substitute with music, and notify the director and manager of the absence and report the name of the substitute.

**Performance attendance:** Ringers are expected to attend all performances, honoring the scheduled commitments of the group. In the event of a missed performance, the ringer will follow the above guidelines to find a substitute. Approval of a performance substitute must be obtained from the musical director. The substitute must be available to rehearse with the group in advance of the performance.

**Annual Evaluations:** Ringing members shall have an annual evaluation by the music director in the form of an audition conversation, or written communication.

## Educational Expectations

**BotL sponsored events:** Ringer/members are expected to support, assist and attend these educational events.

☞ **BellFest!**: An all day educational and massed ringing event typically held on a Saturday in February or March

☞ **Seminar:** A one or two day event for ringers and directors typically held on a Friday/Saturday in late August.

☞ **Projects:** Participation in projects such as school events, workshops, etc., is voluntary, but strongly encouraged.

## Financial Expectations

**Dues:** Dues for the season are \$100.00 per member, payable by cash or check made out to "Bells of the Lakes" on or before October 1st. Dues are used to purchase music and supplies; this amount may change from year to year.

**Non Profit status:** BotL is a non profit corporation under 501(C) (3) of the IRS code. Its fiscal year begins July 1 and ends June 30. Contributions are tax deductible and available for corporate matching. General operating expenses are paid from concert fees, events, contributions, dues, grants, and sales of gloves and CD's. Fund raisers may be necessary if additional funds are needed.

**Expenses:** Members are expected to pay and arrange their own travel expenses unless notified otherwise.

## Non-musical Expectations

**Dress codes:** Ringers provide their own gloves (black for performances). Informal dress is a BotL Polo (one polo per person provided by BotL) and khaki pants or skirt. Formal men's attire is a black tux, white shirt, and black shoes.

Formal women attire is a concert dress, black shoes. Concert attire is subject to change depending on availability.

**Volunteering:** Opportunities to support the operation of the organization include, but are not limited to: serving as an officer (president, vice president, secretary, treasurer), chairing committees for events, creating marketing materials, sponsoring concerts/workshops, working at events (registration, loading dock, serving meals, etc.), selling CD's, acting as librarian or historian.

***I have read and understand the Ringers Responsibilities and I understand that my status as a ringer in Bells of the Lakes is based on my ability to comply with the above stated requirements. I am prepared to make the above commitments for the current ringing year.***