

Annexure

DUBAI CSI PARISH JUNIOR CHOIR

Rules & Guidelines for the Junior Choir members

Practice Sessions:

Regular weekly practice sessions will be held as announced by the Assistant Choir Master. Any change in regular timings or venue and if any special practice sessions are being held, the details will be informed in advance to the parents by email or other media.

Parents are requested to leave their children at the venue 5 minutes prior to announced time and pick them up from the venue within 5 minutes after the close.

The parents should also ensure that they are updated on the venue and time of each practice session.

General Rules:

1. **Membership:** A child belonging to a family of the Dubai CSI Malayalam Parish, who has reached the age of 8 or above as of 1st January and is ready for the choral ministry during their life time, can become a member of the Junior Choir during the year.
2. New admissions to the Junior Choir will be carried out only once in a year, during the first quarter of the year, mostly after the Christmas Carol Service. Newly joining members are required to fill in the prescribed membership form and submit it to the Church Choir Master/ Assistant Choir Master/ Choir Secretary within 2 weeks from the date of announcement.
3. **Attendance:** Junior Choir members are expected to regularly attend the Choir practice sessions and also the Church Service. Their attendance for both occasions will be marked separately. The attendance of each member will be calculated on an yearly basis, during the period January to December.
4. **Annual leave:** Those members proceeding on vacation shall be granted up to 4 weeks leave from the Choir per annum, by informing the Choir Master in advance.
5. In order to participate in any program of the Junior Choir, a **minimum attendance of 75%** at the Church Service and Practice sessions separately will be required. However, if due to any valid reason and with the permission of the Church Choir Master/ Assistant Choir Master, one shall participate in special programs and events provided he/ she has secured a **minimum of 60%** attendance for the practices for such programs. This exemption will apply only for the Carol service/ Special programs and not for any other activity. It is to be noted that no member securing attendance **below 60%** will be eligible to participate in any such programs such as Carol Service etc.

Members on annual leave as per Clause 4 shall be exempted provided their leave does not fall within 4 weeks immediately before the event.

Any of the above terms for eligibility can be overridden at the discretion of the President, Choir Master/ Asst Choir Master in exceptional cases

6. During the Church Service on Fridays (including the Family week), the Junior Choir members are expected to occupy the front row seats on both sides of the main Church hall and try to sing along with the Church Choir.
7. If any Junior Choir member is unable to attend any of the practice sessions or Church service due to unavoidable circumstances, prior approval needs to be taken from the Choir Master/ Assistant Choir Master. Those who miss three or more consecutive practices without prior approval will

automatically be removed from the Junior Choir. Being absent without informing, is considered as an act of indiscipline.

8. The Junior Choir members should make sure that they are present in time for each practice. If a member reaches late by more than 10 minutes without prior approval, he/she shall not be permitted for that practice session. In case a member reaches late for the practice, he/she has to wait for the permission from the Choir Master/ Assistant Choir Master to join the practice.
9. If any of the members wishes to go out or leave early during the practice sessions, he/ she shall take prior permission from the Choir Master/ Assistant Choir Master.
10. Junior Choir members are strictly not allowed to engage in misconducts such as talking, playing, messaging, eating, reading story book, gaming or chatting or the usage of any gadgets inside the hall during the practice session and Church Service.
11. All members who have Song books (Njana Keerthanangal, Krithiya Gheethangal & Sacred Songs) & Order of service Book are encouraged to bring them along with a note book and a pencil/ pen for all the practice sessions/ Church Service. All the learning materials should be maintained well and neatly.
12. Every Junior Choir member has to strive to keep a positive attitude while being in the Choir, as the negative attitude and 'lazy' behavior will keep him/ her away from staying true to our mission of being a source of prayer, faith and spirituality.
13. Selection of eligible Junior Choir members to the Church Choir will be conducted only once in a year. However, it will not be mandatory that the same needs to be conducted every year.
14. In case of the need for any disciplinary actions, the decision of the Choir Master/ Assistant Choir Master, in consent with the Vicar will be final.
15. Any changes to the above rules/ guidelines found necessary shall be made by the Choir Master and the Assistant Choir Master with the approval of the Vicar and the Choir Committee
