



# CCEA Choral Festival Coordinator's Handbook

Calvary Chapel Education Association • West Coast Region

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## **I. Statement of Purpose and Philosophy**

The CCEA Choral Festival has both a spiritual and an educational purpose. The first purpose is to teach children to worship God using their vocal talents. We want to foster an attitude of corporate worship through the gift of vocal music. The second purpose is to help our students become proficient in the use of their vocal instrument and to help our directors become more effective in leading their ensembles.

In a festival setting, the educational purpose is accomplished in several ways. First, the very task of preparing for a choir festival provides a strong motivation for learning. Second, both the director and choir will benefit by the specific comments from the guest adjudicator. In addition, students and directors will learn, be challenged, inspired, and affirmed by hearing other ensembles perform.

Because the focus of the CCEA Choral Festival is about giving God the praise and glory, the use of hand motions becomes incidental and may even, for some choirs, detract from the quality of vocal production or even from the spirit of worship and ministry. Although the use of choreography is very powerful in dramatic musical productions, such as Christmas programs and spring concerts, it is outside the focus of this choral festival.

Does this mean that a choral festival must be a serious, somber event? Not at all! Joy and excitement can be felt in the heart and expressed in the face and voice. With this in mind, the choral selections are carefully chosen, paying close attention to text, key, rhythm, and harmony. We encourage choirs/groups to have excited faces that are vivid with emotion to express their worship unto the Lord.

Each choir is adjudicated and receives a Certificate of Participation and adjudication sheet filled with encouraging and constructive comments. The question is not, "Which group won the festival?" but "Did each group do its best and bring glory to God?" We trust God to bless you as you prayerfully mentor the lives of your student musicians.

## **II. General Information**

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### **A. Objectives**

1. To provide the opportunity for CCEA students to unite together in praising our Lord Jesus Christ in song through their gifts in vocal music.
2. To give each group the benefit of an experience being evaluated by a qualified Christian adjudicator.
3. To provide occasion for our students and choral directors to present a well-planned public performance.
4. To encourage our students by giving them the benefit of sharing the ministry of their group with other similar groups.
5. To present an arena for young Christian musicians to connect and fellowship with other young Christian musicians in an environment that is supportive, exciting, and uplifting.

## ***B. Registration and Fees***

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Schools register on the Student Activities Registration Form that is mailed to each school in August of the upcoming school year. The registration form and fees must be postmarked by September 21<sup>st</sup> to qualify for the early registration fee. Student and Adult participation fees must be mailed to the CCEA Office 30 days prior to the event. One school check is to be made payable to CCEA (no personal checks). All fees must be paid prior to the event in order for students/adults to participate.

## ***C. Description***

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The CCEA Choral Festival is comprised of three major components:

1. Combined Choir Number. Each choir will learn and memorize one (1) choral selection. This selection must be memorized in order for a choir to perform in the evening concert. The guest adjudicator will rehearse this selection during the daytime sessions.
2. Individual Choir Adjudication. Each choir will also prepare two (2) selections with a sacred Christian text. Texts must be appropriate to Christian theology. One original of each selection must be submitted prior to the event, or at registration check-in. These selections will be performed before the guest adjudicator, participating choirs, and audience members. The adjudication time will be 10 minutes, during which the guest adjudicator will hear the two (2) prepared selections, provide written comments on the adjudication sheet for the choir/groups benefit. (Choirs who do not adequately know the combined numbers will not be permitted to sing in the evening performance.)
3. Evening Sacred Concert. After the dinner break, choirs/groups will return to their assigned seating by 6:45 PM. The concert will begin at 7:00 PM. Each choir/group will perform the selection chosen by the guest adjudicator and then return to their assigned seating areas. During a brief intermission students will take their combined positions for the performance of the combined song selections.

This event is not a competition. Each choir will receive a Certificate of Participation, written adjudication sheet, and a recording of the evening.

## ***D. Eligibility***

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Choirs/groups must be a functioning group within a Calvary Chapel school or church, comprised of students in Grades 4-12 in order to participate in the CCEA Choral Festival.

## **III. Guidelines**

**Attire for Directors:** Choral/group directors are expected to dress modestly and professionally. Women are to wear dresses (nothing tight, clinging, slits, or more than two (2) inches above the knee) or a dressy pantsuit. Men are to wear a shirt, tie, jacket, and slacks. Conduct is expected to be respectful. Directors are responsible for student conduct (see below).

**Attire for Students:** Students are to be dressed modestly and neatly. If the choir/group has matching outfits, it is appropriate to wear them to the festival. Preferred attire for performance:

**Girls** - dresses/dressy slacks; **Boys** - shirt, tie, and slacks (jackets are optional).

- **Girls:** Girls are to be dressed modestly and neatly. No tight clothing, no bare midriffs, no low necklines, no spaghetti straps (straps must be a minimum of 2”), no skirts more than 3” above the knee, no slits more than 3” above the knee, no blue jeans, no shorts, no T-shirts. Dress slacks may be worn. Shoes must be worn at all times and must have a back strap (no flip-flops, scuffs, etc.).
- **Boys:** Boys are to be dressed modestly and neatly. No baggy pants, no undergarments showing, shirts must be tucked in at all times (no matter the cut of the shirt), no blue jeans, no shorts, no T-shirts. Shoes must be worn at all times and must have a back strap (no flip-flops, scuffs, etc.). Hats or caps are not to be worn indoors.

**Conduct of Students:** Students are to behave in a respectful manner and follow all instructions and directions of their choral director, the Festival Chairperson, and the Guest Adjudicator(s). There should be no talking, whispering, shouting, or whistling during the rehearsal and performance. Students are to remain seated during the performance; entering and exiting with their choir at the appropriate time. Students are not to run around. Sufficient adult supervision is necessary. (One adult for every 1-10 students).

**Attire for Adults:** Adults are to be dressed modestly and neatly.

- **Ladies:** Women are to be dressed modestly and neatly. No tight clothing, no bare midriffs, no low necklines, no spaghetti straps (straps must be a minimum of 2”), no skirts more than 3” above the knee, no slits more than 3” above the knee, no blue jeans, no shorts, no T-shirts. Dress slacks may be worn. Shoes must be worn at all times and must have a back strap (no flip-flops, scuffs, etc.).
- **Men:** Men are to be dressed modestly and neatly. No baggy pants, no undergarments showing, shirts must be tucked in at all times (no matter the cut of the shirt), no blue jeans, no shorts, no T-shirts. Shoes must be worn at all times (no flip-flops, scuffs, etc.). Hats or caps are not to be worn indoors.

**Conduct for Parents:** School Coordinators are asked to include the following statement in their communication to parents:

*“Dear Parent,*

*The CCEA Choral Festival is a sacred concert setting. The best and only appropriate response to choir/group performances is applause. Please refrain from shouting and whistling while recognizing our students’ performances.*

*Thank you.”*

## **IV. Responsibilities for the School Coordinator**

The School Coordinator is responsible for the school’s registration at the CCEA Choral

Festival.

Following is a checklist of the usual duties of a School Coordinator:

1. Secure the music needed to prepare for the combined choir selection. The selection is available at [www.cceaonline.org](http://www.cceaonline.org) along with purchasing information.
2. Select two additional numbers, aside from the group/mass song, for individual choir/group adjudication. These selections must be sacred (not secular) and must be published in print music. Texts must be appropriate to Christian theology.
3. Submit one original copy of each of the selections to the Chairperson prior to the event or at registration check-in.
4. Read the contents of this Coordinator's Handbook thoroughly.
5. Secure an accompanist if applicable. Schools must provide their own accompanist. No taped/recorded background accompaniment is permitted.
6. Each school will complete and mail the Choral Adjudication Form, along with the participation fees to the event Chairperson. Make one *school check* payable to CCEA, not the host school or Chairperson (no personal checks). The deadline for mailing your form and fees is thirty (30) days prior to CCEA Choral Festival, or the date specified by your Chairperson. Fees are \$15 per student and \$20 per student, if postmarked after the deadline established by your Chairperson.
7. Recruit adult sponsors/chaperones (minimum of one per 1-10 students).
8. Additional adults required: Provide one adult to serve as needed by the Chairperson (i.e. security, foods assistant, crowd control). This person needs to be flexible as to the duty assigned. Providing this adult is not optional.
9. Distribute information flyer to all teachers and parents (maps, schedule, etc. as received from Chairperson).
10. Confirm transportation arrangements.
11. Complete CCEA Student Activity Event Evaluation and return to Chairperson prior to leaving the event.

## **V. Sample Adjudication Sheet**

Sample Adjudication Form: COMING SOON!

## **VI. CCEA Choral Festival Synopsis**

The CCEA Choral Festival, held in May, is an opportunity for school/church choir programs from various Calvary Chapels to gather with other musicians and share their

gift of singing. Choirs participating in this event will have the opportunity to be encouraged and adjudicated by a guest conductor.

The format of this event differs from other festivals, in that it features combined worship/devotion sessions and chances for the students to mingle and get to know students from other Calvary Chapels during the afternoon sessions. Each choir will prepare two (2) sacred (Christian) songs for performance during the evening festival. All choirs will prepare one (1) combined number which will close our festival.

This festival is not a competition. The guest adjudicator will provide written evaluative comments at the conclusion of the festival along with a certificate of participation. Specific information, such as festival schedule and dinner information will be distributed after receiving each choir's registration.

Fees and Deadlines – The Student Participation fee for the Choral Festival held in May is per student (see fee schedule). The fee and registration form must be postmarked no later than one month before the scheduled competition. The fee must be mailed together with the school registration form. Any school registration forms received after the deadline must include an additional late registration fee per student (see fee schedule).

Song Selection for the current year: TBA

Music Providers: TBA



**VII. Sample Evaluation Form**

**EVENT EVALUTATION FORM**

**Student Activities: CCEA Choral Festival - Coordinator's Handbook**

School \_\_\_\_\_

Coordinator \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Event: CCEA CHOIR FESTIVAL      Location: DOWNEY

Your opinion of this CCEA Student Activities event is important. Through constructive comments and criticism we hope to improve and maintain an outstanding event for our students. Please cooperate by filling out this form and returning it to the Chairperson or mailing to CCEA Corporate Office 12808 Woodruff Avenue, Downey, CA 90242. Thank You!

Your evaluation of the overall event (circle one):

Excellent                  Very Good                  Fair

What went well?

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What might be improved upon?

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6306**

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