

Choir Director

➤ **Overview**

The Choir Director conducts the Choir Members and any Instrumentalists and encourages the active participation of the parish community in singing at the Liturgy.

➤ **Activities/Responsibilities**

- Maintains contact list of Choir Members.
- Ensures any changes in the list of Choir Members are communicated promptly to the Parish Volunteer Screening Committee.
- Collaborates with the Pastor and other members of the parish staff.
- Leads the choir in a way that supports the congregation’s musical participation.
- Directs any solos during liturgical celebrations.
- Prepares all choral music for the Liturgy.
- Schedules, prepares for and leads the choir in rehearsals.
- Conducts the choir and any instrumentalists for the music used during the Liturgy.
- Works in conjunction with other members of the music staff to share in executing music for the Liturgy.
- Attends workshops on Liturgy as required.
- Plans the liturgical calendar with the Pastor or his delegate(s).

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

<p>Other specifics:</p> <hr/> <hr/> <hr/> <hr/>
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➤ **Skills, Experience, and Qualifications**

- Fully initiated member of the Catholic Church in good standing.
- Must be at least 18 years of age.
- Has been registered with the parish for at least 2 years.
- Is knowledgeable of sound liturgical principles based on the Church’s liturgical documents.
- Is recognized within the parish community as a person of good reputation.
- Demonstrates adequate skill in conducting and vocal techniques.
- Has a thorough understanding of the human voice.
- Possesses the ability to work with amateur, volunteer singers.
- Is familiar with available choral repertoire for various choral voicings.
- Has the ability to recruit, and motivate parishioners to be involved in the music ministry.

- The following musical training (e.g. Grade 10 piano degree, diploma in conservatory training, etc.) _____ is necessary;
_____ is an asset.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer and collaboration with strong interpersonal skills.
- Has enthusiasm, a positive attitude and a genuine appreciation of music.
- Has a spirit of generosity and creativity.

➤ **Orientation and Training**

Standard parish orientation program and Choir Director professional development.

➤ **Participant Group**

Choir Members, Instrumentalists

➤ **Support, Supervision, and Evaluation**

The Pastor and/or his delegate(s) are the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

_____ year term.

➤ **Benefits and Working Conditions**

Will directly contribute to the liturgical experience at the Parish.

Will further develop leadership skills.

Good training and experience for those seeking advancement in the fields of directing and conducting.

Approved expenses incurred for music ministry material will be reimbursed.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be able to attend orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a General risk position (unless the participants are younger than 16 years, then this is a High risk position).

Completion of a Volunteer Information Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Choir Director currently

practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

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