



Ministry Position: Choir Director

Date Last Reviewed: July 2019

◆ Position 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

- Maintain contact list of Choir Members
- Ensure any changes in the list of Choir Members are communicated promptly to the Parish Volunteer Screening Committee
- Collaborate with the Pastor and other members of the parish staff
- Lead the choir in a way that supports the congregation’s musical participation
- Direct any solos during liturgical celebrations
- Prepare all choral music for the Liturgy
- Schedule, prepare for and lead the choir in rehearsals
- Conduct the choir and any instrumentalists for the music used during the Liturgy
- Work in conjunction with other members of the music staff to share in executing music for the Liturgy
- Attend workshops on Liturgy as required
- Plan 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.

Other specifics:
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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
- Knowledgeable of sound liturgical principles based on the Church’s liturgical documents



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- 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
- Familiar with available choral repertoire for various choral voicings
- Has the ability to recruit, and motivate parishioners to be involved in the music ministry
- Has 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.
- Demonstrates a spirit of generosity and creativity

◆ **Screening Requirements**

This is a General Risk Position

Note: When a minor under 18 years old participates in this ministry, High Risk screening is required for adults over 18 years. An asterisk (*) identifies all High Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked*
- Complete a Police Information Check *
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years*
- Participant follow-ups may be conducted*

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and Choir Director professional development.



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◆ 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 with the ability to renew (*General Risk*).
One (1) year term with the ability to renew (*High Risk*).

◆ 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
- Must be able to attend orientation session and training sessions as required
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Choir Director** currently practised at, _____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date



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Prepared by: Archdiocese of Toronto, Volunteer Screening Department