

## MINISTRY POSITION DESCRIPTION

<b>PARISH</b>	<b>OUR LADY OF THE ANGELS</b>
<b>Name of Group / Ministry</b>	<b>Choir Director (Adult)</b>
<b>Accountability</b>	Pastor/Administrator
<b>Purpose of Ministry</b>	The choir's role has great importance and weight. Its duty is to ensure the proper performance of the parts, which belong to it, according to the different kinds of music sung, and to encourage the active participation of the faithful in the singing at liturgies. This may be a volunteer position or a paid position.
<b>Participant Group</b>	Choir members, Pastor and Pastoral Team and other Ministry leaders within the Parish community
<b>Activities and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Collaborates with pastor, members of the parish staff, integrating her/his own area of responsibility with the overall parish endeavour.</li> <li>▪ Leads the choir to a balance of supporting the congregation's song and singing anthems alone during liturgical celebrations.</li> <li>▪ Prepares all choral music for the liturgy.</li> <li>▪ Prepares for and leads the choir group in rehearsals.</li> <li>▪ Conducts the choir and any instrumentalists for the music used during the liturgy.</li> <li>▪ Works in conjunction with other members of the music staff to share in executing music for the liturgy.</li> <li>▪ May practice voice or instruments with small group or individuals</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Is knowledgeable of the basic principles of liturgical celebration.</li> <li>▪ Is familiar with the Church's documents pertaining to music and liturgy.</li> <li>▪ Demonstrates adequate skill in conducting and vocal techniques.</li> <li>▪ Has a thorough understanding of the human voice.</li> <li>▪ Possesses the ability to work with amateur, volunteer singers.</li> <li>▪ Is familiar with available choral repertoire for various choral voicings.</li> <li>▪ Assimilates official church documents when planning the choir's involvement.</li> <li>▪ Needs to be a person of prayer and collaboration with strong interpersonal relationship skills with adults.</li> <li>▪ Flexibility, realism, enthusiasm, positive attitude and a genuine appreciation of music are important qualities.</li> <li>▪ A spirit of generosity.</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>▪ # of hours each week, between preparation and practice times</li> <li>▪ Must be available for all the liturgies</li> <li>▪ Must be able to attend the orientation session</li> </ul>
<b>Duration</b>	Two ( # ) year term
<b>Orientation and Training</b>	<ul style="list-style-type: none"> <li>▪ Orientation – Guidelines for Parish Volunteers</li> <li>▪ Standard parish orientation programme</li> <li>▪ Attend liturgical music seminars and workshops</li> </ul>
<b>Support /Supervision and Evaluation</b>	The Pastor and members of the Pastoral Team are the first level of support, supervision and evaluation

<b>Position Level</b>	HIGH TRUST	
<b>Screening Procedure</b>	<ul style="list-style-type: none"> <li>▪ Receive a position description</li> <li>▪ Complete form A</li> <li>▪ Receive Volunteer Guidelines</li> <li>▪ Sign Volunteer Covenant</li> <li>▪ Orientation and training as required</li> </ul>	

**Date approved:** \_\_\_\_\_ **Dates Reviewed:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Ministry Leader:** \_\_\_\_\_

**Parish Screening Committee Member:** \_\_\_\_\_

**Pastor:** \_\_\_\_\_

Sample

Updated: February 2019