

MINISTRY POSITION DESCRIPTION

PARISH	OUR LADY OF THE ANGELS	
Name of Group / Ministry	Choir Member	
Accountability	Choir Director	
Purpose of Ministry	To sing in the choir at Sunday Masses and the Occasional Special Events Mass	
Participant Group	Parish congregation during Mass	
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Keep music binder in order for practices and Masses ▪ Let Choir director know of absences ▪ Assist in yearly choir fundraiser (helps defray costs of special activities and materials) ▪ Attend all choir practices ▪ Contribute \$2.00 yearly for the "birthday card" fund 	
Other Requirements	<ul style="list-style-type: none"> ▪ Must have a black blazer and white blouse for ensemble singing 	
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Good singing voice ▪ Ability to commit to the practice times 	
Time Commitment	<ul style="list-style-type: none"> • 1-1/2 hours Tuesday nights • ½ hour before Sunday Masses • Occasional extra sessions 	
Duration	Not applicable	
Orientation and Training	Provided by Choir director incl. Guidelines for Volunteers, and choir members	
Support	Choir team	
Supervision	Choir director	
Evaluation	Not applicable	
Position Level	GENERAL TRUST	
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete form A ▪ Receive Volunteer Guidelines ▪ Sign Volunteer Covenant ▪ Orientation and training as required 	

Date approved: _____	Dates Reviewed: _____ / _____ / _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Sample