

# DIOCESE OF CHARLOTTETOWN

## 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 names of new Choir Members are sent to the Parish Screening Committee.
- Collaborates with the Pastor and other members of the parish staff regarding music.
- Leads the choir in a way that supports the congregation's musical participation.
- Prepares all choral music for Liturgy and directs any solos during liturgical celebrations.
- Schedules, prepares, leads choir and instrumentalists in rehearsals and in Liturgy.
- Works with other members of the music staff to share in providing liturgical music.
- Attends workshops on Liturgy and plans liturgical calendar with Pastor or his delegate(s).

### Skills, Experience and Personal Qualities

- Is registered with the parish for at least 2 years/recommended by former parish.
- Is knowledgeable of sound liturgical principles based on the Church's directives.
- Demonstrates adequate skill in conducting and vocal techniques.
- Possesses the ability to work with amateur, volunteer singers.
- Is familiar with available choral repertoire for various choral voicings.
- Is able to recruit and motivate parishioners to be involved in the music ministry.
- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be prayerful, enthusiastic, a positive attitude and appreciation of music.
- Maintains confidentiality appropriate to this ministry.

### Screening Recommendations

This is a **General Risk position** needing the completion of a Volunteer Information Form.

\* **Children's Choir Director** is a **High Risk** position, needing the completion of a Volunteer Information Form, an interview with personal reference checks and a Vulnerable Sector Criminal Record Check.

**This ministry position description generally reflects the Ministry of Choir Director currently practised at \_\_\_\_\_ Parish.**

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

*Adaptation by the Diocese of Charlottetown May, 2010*