



Archdiocese of Regina

CHOIR/MUSIC MINISTRY DIRECTOR

Overview

The Choir/Music Ministry 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 and those in music ministry.
- Ensures any changes in the list of choir members and music ministry are communicated promptly to the Parish Volunteer Screening Committee.
- Collaborates with the Pastor and other members of the parish staff.
- Leads the choir/music ministry 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/music ministry 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.

Other specifics:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church striving to live in accordance with the teachings of the Church.
- 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 and musicians.
- Is familiar with available choral repertoire for various choral voicing.
- 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

(The following description may be of assistance to those considering this position)

- 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

- _____ 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 or _____ hours per month.
- Must be able to attend orientation session and training sessions as required.

Screening Recommendations

- This is a General Security position (*unless the participants are younger than 18 years, then this is a High Security position*).
- Completion of a Volunteer Information Form is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or Designate.

This ministry position description accurately reflects the Ministry of Choir/Music Ministry	
Director currently practiced at _____ .	
(Parish Name)	

Parish Volunteer Screening Committee	
_____	_____
Pastor or Designate	Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto

