

ST. PATRICK'S CHURCH
Volunteer Ministry Position Description
Choir/Music Coordinator



Overview

The choir is an integral part of a Parish's Liturgical Celebration. Coordinators of choirs conduct Choir Members and Instrumentalists, encourage active participation of the community during the Liturgy, while nurturing all liturgical musical leadership and faith development in a safe and caring environment for adults, children and youth.

Activities/Responsibilities (list may be adapted as locally appropriate)

- Plans the liturgical calendar with the Pastor, other Choir Directors and/or Liturgy Committee
- Prepares all choral music for weekend masses and other special liturgies and celebrations
- Schedules, prepares for, and leads the choir in rehearsing liturgical music
- Leads the choir in a way that supports the congregation's musical participation
- Conducts the choir and any instrumentalists for the music used during liturgies
- Coordinates cantors during liturgical celebrations
- Maintains contact list of Choir Members and submits changes promptly to Parish VSC
- Attends liturgy workshops as required
- Works with budgets regarding purchase of music and equipment

***The Two Adult Rule should be exercised when interacting with Choir/Music members under 18 years of age.**

Skills, Experience, Personal Traits and Qualifications

- Must be at least 18 years of age and a volunteer in the parish for at least one year
- Has knowledge of the principles of liturgical music and liturgy in general
- Skilful in conducting and vocal technique, especially with volunteer and amateur singers
- Is enthusiastic, positive and creative, with strong interpersonal and collaboration skills
- Familiar with available repertoire for various choral voicing
- Has the ability to recruit and motivate parishioners to be involved in music ministry
- Is sensitive and encouraging in communicating with children, youth and their parents
- Should be a person of prayer, with a generous spirit, and comfortable with being accountable and sensitive to the observance of proper boundaries and Diocesan standards of care

Screening Checklist for this High Risk Position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- An interview
- Three reference checks
- A Vulnerable Sector Police Information Check
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date _____

RC Bishop of Calgary- Rev. February, 2013