

## Diocese of Sacramento – Choir Director

### JOB DESCRIPTION

<b>PARISH:</b> Holy Spirit Church	<b>POSITION STATUS:</b> Part-Time
<b>POSITION:</b> Choir Director	<b>SCHEDULE:</b> Tues/Sunday
<b>CATEGORY:</b> Non-Exempt	

**SUPERVISOR:** Ms. Rachel Songer (Music Coordinator)

**JOB SUMMARY:** The position of Choir Director is charged with leading a prayerful singing assembly through example, celebration, preparation, evaluation, education and personal ministry. In direct collaboration with the parish Music Coordinator, the Choir Director leads the choir and other musicians in preparation of liturgical music so that they can lead the community in a meaningful parish liturgy.

**ESSENTIAL FUNCTIONS:** Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment. Collaborates directly with the Music Coordinator and indirectly with the pastor.

#### **Liturgical Celebrations:**

- The choir leads the community every other Sunday at the 9am Mass from September - May.
- Triduum: Holy Thursday Evening Mass of the Lord's Supper; Good Friday Celebration of the Lord's Passion; Easter Vigil
- Christmas Eve
- Special occasions as needed

#### **Musical Coordination:**

- The parish choir rehearses at least weekly (currently on Tuesdays at 7 PM). The Director leads the rehearsals and provides guidance regarding additional rehearsals if needed.
- Teaches and encourages the assembly to sing.
- Selects music in collaboration with the Music Director and the Pastor in accord with liturgical norms to encourage the participation of the assembly.
- Position averages 6 hours per 2-week pay period.
- Accompanist is provided.

#### **Evangelization and Social Ministry:**

- Para-liturgical events such as Lessons and Carols during Advent.
- Other special events.

#### **MINIMUM QUALIFICATIONS:**

**Education:** B.A. in music (with emphasis in choral direction preferred). Certificate in Lay Ministry is also preferred.

**Experience:** Professional training and experience in choral direction.

**Skills / Knowledge:** Liturgy and liturgical music knowledge; knowledge of scripture; practicing Catholic with knowledge and understanding of the Catholic Church in general. Organizational and leadership skills that utilize patience, enthusiasm, energy, and kindness. Ability to sing as well as an average choir member. Ability to compose an accompanist score based on existing music. Proficiency in organ, keyboard, and/or other instruments is helpful in rare times that an accompanist is unavailable.

**PAY RANGE:** The position pays between \$40-\$50 an hour with an average of 6 hours per 2-week pay period.