

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	St. Anthony Parish	POSITION STATUS:	Occasional P/T
POSITION:	Choir Director	SCHEDULE:	
CATEGORY:	Non-Exempt	RATE:	\$23 - \$27/ Per Hour

SUPERVISOR: Pastor

JOB SUMMARY: The position of Choir Director is charged with

- a) developing a prayerful and informed adult choir;
- b) communicating with the pastor or his designee regarding any specifics in the liturgy;
- c) cooperating with all the parish ministers to promote our participation in the death, resurrection, and ascension of Christ in liturgy through song.

ESSENTIAL FUNCTIONS:

- Applies the skills and knowledge of this specialized field to perform work without specific directions using considerable judgment
- Collaborates with and advises pastor

Liturgical Celebrations:

- At least two weekends a month (directs music at these liturgies)
- Holy Thursday Evening Mass of the Lord's Supper
- Holy Saturday Easter Vigil
- Christmas Day Mass
- Special occasions and other events as needed

Musical Coordination:

- Adult Choir rehearses at least weekly, in addition to warm up prior to Mass. The Choir Director leads the rehearsals and provides guidance regarding other rehearsals as needed.
- Trains Adult Choir members, including any cantors.
- Performs music training for choir members as needed (both musical and liturgical formation).
- Teaches and encourages the assembly to sing.
- Recruits volunteer singers and instrumentalists as needed.
- Schedules time with Audio/Video (AV) Team as needed.
- Develops worship aids when needed.
- Selects music in a collaborative manner in accord with liturgical norms to promote the participation of the assembly.

Administrative Responsibilities:

- Reviews music resources (e.g., sheet music for singers and accompanists) for any updates as needed and coordinates with parish office manager regarding budget and expenditures.
- Attends staff and/or liturgical committee meetings as needed in preparation of seasonal celebrations.
- Works closely with the pastor and/or his designee for any liturgical coordination.

Continuing Education Opportunities:

- Choir Director and Adult Choir members may be requested to attend one or more formational events such as the Los Angeles Religious Education Congress; the conference of the National Association of Pastoral Musicians; music, or ministry classes; etc. Event expenses, such as registration, travel, and lodging, would be subject to review with the pastor and parish office manager.

MINIMUM QUALIFICATIONS:**Education:**

- B.A. (Preferred) in music with emphasis in choral direction

Experience:

- Professional training and experience in choral direction (Preferred)

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

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE