

## **Chancel Choir Director Job Description**

### DESCRIPTION OF GROUP:

Chancel Choir is a mixed gender, adult choir, consisting of approximately 45 parishioners. They are accompanied on piano or organ, at the director's discretion. Chancel Choir sings approximately 2 masses per month. The choir practices on Thursday evening from roughly 7:00 – 8:30pm, longer if there are multiple masses needing to be rehearsed.

### RESPONSIBILITIES FOR DIRECTOR:

- To ultimately lead and encourage the leadership of the choir members in the ministry of music at masses, leading them in prayer, guiding them through the liturgical season through music and reflection.
- Submit tentative dates to Director of Music for masses to be sung, preferably all date from September through May. Director of Music will create a schedule for all masses.
- Typically, you will be responsible for Christmas Eve Liturgy at 4pm in the Church, Easter Vigil liturgy, 1<sup>st</sup> Communion liturgy, Confirmation, Festival Choir in May, and Pentecost liturgy at 4pm, although this may vary year to year.
- Reserve sanctuary or conference room space with the secretary in the office, for rehearsals.
- Using music selections provided by Director of Music, select music for your liturgies. Clear any deviations with Director of Music.
- Communicate to your accompanist and any additional instrumentalists what the song selections will be for your liturgies.
- Organize and prepare music for rehearsals and masses.
- Work with approved cantors to instruct them in leadership and ensure they are familiar with the music they will be leading.
- Conduct rehearsals to learn and perfect the musical pieces the choir will be singing.
- Consider participating in some volunteer work or an annual choir retreat with your choir members, to foster a deeper connection amongst choir members as well as with our faith community.