

# Assistant Choir Director

## Position Description

Updated on May 8, 2017

### Employment Information

Employment Date	Employment Category	<b>Non-Exempt</b> FLSA Classification
<b>Semi-Monthly</b> Pay Frequency	Scheduled work week	

### Job Information

Job Date	<b>Assistant Choir Director</b> Job Title	<b>Music</b> Program Name
St. Elizabeth Ann Seton Church #210	Doug Parsons Supervisor	

*The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

### Essential Functions of the Assistant Choir Director are:

The Assistant Choir Director provides support to the Director of Music. Performs all duties/functions relevant to the traditional, contemporary, youth and/or other choir music programs; works with the Music Director to coordinate all aspects of choir music for liturgical and worship services of the parish. Consults with the Pastor and staff as necessary in carrying out these duties for the smooth functioning of parish activities.

### Job Duties

Through the Music Director, plans/implements all aspects of the music for the traditional, contemporary, youth, children and other choirs in Liturgical Services and other parish activities.

- A. Organizes and conducts the weekend Mass Choir, Children's Choir, and others as needed.
  1. Recruits new members. Organizes, directs, maintains and schedules rehearsals for each choir of volunteers for singing at Sunday Masses and special events.
  2. Supervises and directs choir members; instrumentalists if present.
  3. Plans music, procures sufficient music copies as needed for the assigned choir.
  4. Conducts rehearsals at liturgy services as designated for assigned choir(s) activities; arranges for substitute when unable to be present.

5. Performs administrative duties as required.
- 
- B. Works with organist (and other instrumentalists) for Parish Liturgical services and other special occasions, planning music and arrangements, directing duties and functions.
  - C. Serves on the Parish Liturgy Committee to work in planning details of liturgical celebrations, special feasts and other occasions in the Parish, assisting in preparation and implementation of same.
    1. Works with the Music Director to develop the annual budget for the Parish music program.
    2. Submits purchase request to Music Director. Catalogues, repairs and manages all printed music materials, library holdings for assigned choir(s).
    3. May provide input for long-range direction of Parish liturgy/music program.
  - D. Helps coordinate and plan the music for special feasts, services and functions in the Parish/church, working in consultation with the Pastor and other music staff personnel as requested (especially when 2 or more choirs are singing at the same liturgy/function).
  - E. Working in conjunction with Music Director, implements a cantor program; trains cantors.
  - F. Keeps current in regard to trends and directions of sacred/church music in the Catholic Church to assure music used in parish liturgical services and special activities is appropriate and in accordance with church tradition and current practices and dictates of church authorities.
  - G. Works cooperatively with Parish staff as well as with Music Director, Coordinator of Liturgy and Liturgy Committee and maintains Christian attitude/behavior in dealings with all clergies, parish members and the community in general, as a representative of the Catholic Parish community.

### **Qualifications**

- Bachelor's degree in music (with training in choral organization, music education, or church music and administration preferred). Not simply a vocal performance degree.
2. Experience in directing and conducting church music. Piano/keyboard skills a plus.
  3. Roman Catholic belief preferred; Baptism required.
  4. Knowledge of liturgical services, worship and special functions of the Roman Catholic Church preferred.
  5. Experience as a team member in working with plans and development of Church music programs helpful.
  6. Minimum of 5 years' experience in liturgical music.

7. Minimum of 2 years choral directing experience.

**Working Conditions:**

- Nights, weekends and holiday hours required
- Required to lift or carry equipment and supplies to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading

•

**Signatures:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date