

## MINISTRY POSITION DESCRIPTION

<b>Name of Group / Ministry</b>	<b>Choir Directors of Children/Youth</b>
<b>Accountability</b>	Parish Team and Youth Ministry Coordinator
<b>Purpose of Ministry</b>	Lead children and youth choirs
<b>Participant Group</b>	Youth and children's choir members and their parents
<b>Activities and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Selection of music and program planning</li> <li>▪ Prepare materials for choir practice</li> <li>▪ Lead practice once a week</li> <li>▪ Direct choir during the liturgy and for ½ hour before masses</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Musical training</li> <li>▪ Knowledge of liturgy</li> <li>▪ Work well with children and youth</li> <li>▪ Good communication and organizational skills</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>▪ Rehearsal: 2 hours per week</li> <li>▪ Mass and other liturgies as required</li> </ul>
<b>Duration</b>	2 year term, renewable
<b>Orientation &amp; Training</b>	<ul style="list-style-type: none"> <li>▪ Provided by parish team</li> <li>▪ Participation at liturgy seminars</li> </ul>
<b>Support</b>	Parish Team
<b>Supervision</b>	Parish Team
<b>Evaluation</b>	Reviewed annually
<b>Position Level</b>	HIGH TRUST
<b>Screening Procedure</b>	<ul style="list-style-type: none"> <li>▪ Receive a position description</li> <li>▪ Complete forms A, B and C</li> <li>▪ Interview</li> <li>▪ Reference checks</li> <li>▪ Police Record Check</li> <li>▪ Orientation and Training, Receive Volunteer Guidelines, Sign Volunteer Covenant</li> <li>▪ Supervisory checks and evaluations</li> </ul>