

## JOB DESCRIPTION

### OUR LADY OF GUADALUPE CHURCH, LA HABRA

POSITION TITLE: Choir Director for Sunday 10:00 am Mass Adult Choir  
JOB CLASSIFICATION: Non-exempt, Part-time. Range: 4 – 6 hours per week.  
DEPARTMENT/PROGRAM: Music  
REPORTS TO: Music Director  
SCHEDULE: Sunday: 10:00 am Mass with Pre-Mass rehearsal.  
One weeknight choir rehearsal: 7:00– 9:00 p.m.  
Solemnities: Christmas, Holy Week, Easter; Special Liturgies, Concerts

PAY RANGE: \$75.00 per hour for a 2-hour weekday rehearsal.  
\$75.00 per hour for a Sunday Pre-Mass rehearsal and Mass -2 hours.  
\$25.00 per hour for 2 hours per week for music planning/administrative.

#### Responsibilities:

- Select and plan appropriate liturgical anthems/choral selections corresponding with the liturgical seasons and readings for Sunday Masses, Solemnities, Feast Days, Special Liturgies, and concerts.
- Conduct weekly choir rehearsals and Sunday Pre-Mass rehearsals. Schedule additional rehearsals, as needed, for Solemnities, Feast Days, Special Liturgies, concerts;
- Collaborate with the music director;
- Prepare a schedule/calendar for the choral year - typically Fall through late Spring;
- Prepare a monthly/seasonal music schedule/planner;
- Maintain a current Adult Choir Roster for the purpose of communication/correspondence with the choir, music director, music librarian(s), and parish staff;
- Coordinate with music librarian(s) in a timely manner to prepare, distribute, collect, and file music;
- Perform other duties as assigned.

#### Qualifications:

- A master's degree in music/choral conducting is preferred. A degree in music is required.
- Five years employment as a choral conductor with experience in church music.
- Well-formed and knowledgeable in the liturgical musical practice of the Roman Catholic Liturgy.
- Ability and willingness to collaborate with music ministry staff (music director, cantors, instrumentalists, vocalists), clergy, and parish staff.

- A sincere desire to serve the people of God.

Preferences:

- A practicing Roman Catholic.