

# **Our Lady of Guadalupe Catholic Church**

**900 W. La Habra Blvd., La Habra, CA 90631**

## **Parish Choir Director**

### **Job Description**

The goals of the Parish Choir Director will be:

- A. To develop a prayerful Parish Choir through celebration, preparation, education, evaluation and personal ministry.
- B. To lead the Choir in support of the gospel message of the celebration through the selection of appropriate liturgical music. Liturgies normally include a minimum of two sacred anthems.
- C. To conduct the Choir at all Choir Liturgies in support of the assembly in the singing of the congregational songs as selected by the Parish Music Coordinator.
- D. To observe any and all directives issued by the Pastor.

The Parish Choir Director will be responsible for the following:

- A. All choral choir music for the adult Gloria Dei Choir associated with parish worship, following guidelines and directives as set forth in official church documents and in coordination with the Parish Music Coordinator
- B. Scheduling and leading the Choir as follows:
  - a. Two-hour, Thursday evening Choir rehearsals. Time TBD
  - b. All Sunday Choir Liturgies as scheduled. Normally 9:30 AM. Choir year is first Sunday after Labor Day through mid-June.)
  - c. Mass of Remembrance each November.
  - d. Thanksgiving Day morning Mass; 9:00 A.M.
  - e. Christmas Lessons and Carols (December date and time TBD)
  - f. Christmas (Midnight Mass and/or Christmas morning.)
  - g. Palm Sunday
  - h. Easter Week: Holy Thursday, Easter Vigil
  - i. Easter Sunday morning Mass
  - j. Funerals and Weddings as accepted by Choir
  - k. Any additional musical activities as agreed upon with the Pastor

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In addition:

- The Parish Choir Director will report directly to the Pastor of Our Lady of Guadalupe Catholic Church, La Habra, CA.
- The Choir Director is expected to be active in periodic evening Liturgy Committee meetings spread throughout the year, as determined by the Pastor.
- The Choir Director is expected to challenge the Choir with extra-liturgical activities such as a yearly concert, Diocesan choral gatherings, etc..
- The time involved in any Choir and/or Diocesan concerts or appearances, such as additional rehearsals and performance, is part of the Choir Director's base compensation.
- The Parish Choir Director will utilize the Choir Advisory Board (CAB) which consists of five Choir members, both men and women, including the Choir Treasurer, Choir Secretary, and Choir Librarian, to assist in making decisions of import as to Choir activities. Approval of all monetary expenditures from the Choir Fund is required of this Board.
- The Parish Choir Director will seek continuing education in liturgical music by attending appropriate workshops as set forth by the Office for Worship of the Diocese of Orange.
- The Parish Choir Director will be responsible for making sure that all church doors are securely locked and chained, and that all lights are turned off, before leaving church at the conclusion of all rehearsals.