

Mission - Vision - Principles - Roles

St. Justin's Choirs Role Descriptions - 'Called, Gifted and Sent' Program, Diocese of London

November 27, 2007

Drafts of choir roles were distributed and briefly discussed at the September 17, 2007 Choir Director's meeting.

Subsequently, the introduction of the 'Called, Gifted and Sent' program initiated the requirement for ministry leaders to define roles.

Since all Choir Director's meetings are now deferred until our new Parish Administrator/Pastor is

in place, I have redrafted the roles to the format supplied by the Called, Gifted and Sent program, to improve readability and to preserve the original content.

For ease of implementation, Suzanne Walton, CGS program administrator, will attach a role description to each CGS package.

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Director of Music, St. Justin's Parish

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Mission

To enhance the liturgy through song such that the congregation is invited and eager to participate.

To learn and grow in faith and music.

Vision

When guests suggest the choir area extends to the last pew.

DRAFT PRINCIPLES

- they will know we are Christens by our love.
- Family Comes First
- we are a community. We are also a sub-community serving the greater community of St. Justin's.
- for discussion: we publicly and privately support each other. If we have a problem, we tell the person(s) involved.
 - then, when discussing with others, always mention that we have 'agreed to disagree' on this point.
- For discussion: Entitlement: In this world of change, from time to time members may be asked to contribute towards music. That's not how it used to be.
- For discussion: Target is 100% attendance at assigned masses.
- For discussion: Choirs are asked to have their own backup - e.g. cantor and musician.

ROLES

With the implementation of the Called, Gifted and Sent program, ministry leaders have been asked to identify roles.

Over time, roles change. The Director of Music will support all individual decisions that can be explained as made in the best interest of the congregation and choir.

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Program Music Ministry

Position: **DIRECTOR OF MUSIC**

Purpose

To lead the St. Justin's music ministry.

Responsibilities

- schedule choirs for functions
- liaise with the pastor and the liturgy committee including attending Liturgy Committee meetings on the first Thursday of the month.
- hold monthly Choir Director meetings: create agenda's in priority order, chair or delegate chair of meetings, create and distribute minutes.
- define/modify roles as required
- manpower search: assist in search e.g. Choir Director (the primary responsibility and final approval rests with the choir)
- co-ordinate events as required
- communicate information re liturgy and events in a timely manner
- ultimately responsible for care and maintenance of all equipment and music ministry participation at all services.
- facilities reservations - oversee process for music ministry
- arrange for backup on cancellations.
- responsibility for overheads, scheduling, equipment, etc.
- bulletin announcements and recruiting

Abilities/Skills/Gifts Needed

- preferred pre-requisite: 1-2 years as 'Choir Director' (any choir, any parish)
- demonstrated leadership ability

Length of Commitment

- minimum: 1 year. Renewable.

Amount of Time Required.

- attend monthly 2-3 evenings of monthly meetings.
- other home preparation for meetings and events as required.
- attend various practices and events as required.

Ministry Leader: Pastor or Parish Administrator

Supervision and Support: Pastor or Parish Administrator

Benefits: Honorarium to be offered.

Volunteer Minsiter's Signature: _____ **Date:** _____

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Program Music Ministry

Position: **CHOIR DIRECTOR**

Purpose

Lead a St. Justin's choir.

Responsibilities

- enhance the liturgy with song and silence
- ensure that full participation by the congregation is both encouraged and intuitively evident.
- plan and conduct productive and regular practices
- during mass and at practice, responsible for the operation and care of:
 - sound system
 - sound equipment
 - overhead projection
- ensure all facilities are properly locked after practice or mass:
 - 4 locks on closets, 2 locks on sound system, mic drawer, 1 credenza, door to back sacristy and after practice ensure the church door is properly locked.
- Leadership
 - while maintaining the overall responsibility, train and appoint assistants to various roles (suggested assignments are highlighted with ***)
 - deal with problems immediately -- with fairness and honesty and in Christian spirit
 - Publicly and privately support all legal and mandated programs such as 'Called, Gifted and Sent' and Copyrights
 - ensure all members complete all administrative requirements of the Called Gifted and Sent program in a timely manner.
 - ensure activities of all members is representative of the Called, Gifted and Sent guidelines of the Diocese of London.
 - Membership: 'Choir Directors Group'. Liase with Pastor and Director of Music. Attend monthly directors meetings.

Abilities/Skills/Gifts Needed

- preferred pre-requisite: ability to read music.
- demonstrated leadership ability

Length of Commitment

- minimum: 1 year. Ongoing

Amount of Time Required.

- attend monthly 1 evening monthly meetings for choir directors
- other home preparation for meetings, events and practices as required.
- attend various practices and events as required.

Ministry Leader: Director of Music

Supervision and Support: Director of Music

Benefits: Honorarium to be offered.

Volunteer Minsiter's Signature: _____ **Date:** _____

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Program Music Ministry

Position: **CHOIR MEMBER**

Purpose

Singer and/or musician in a St. Justin's choir.

Responsibilities

- attend scheduled events including practice on time and in tune
- from time to time, may be asked to assist on the cost of music
- play and act in a manner appropriate to the service.
- avoid/eliminate distractions.
- support all legal requirements and mandated programs such as 'Called, Gifted and Sent' and Copyrights
- complete the information, review the provided material and act within the guidelines of the Called, Gifted and Sent program of the Diocese of London.
- assist in special activities and event preparation and execution
- always bring a pencil to practice
- when acting as a guardian to ensure the care and safety of the child and church property

Abilities/Skills/Gifts Needed

- preferred pre-requisite: ability to read music.
- sing or play an instrument

Length of Commitment

- minimum: 1 year. Ongoing

Amount of Time Required.

- attend weekly practice
- attend scheduled masses and events. Occasionally, multiple events occur in one week.

Ministry Leader: Choir Director

Supervision and Support: Choir Director

Benefits: No financial benefit.

Volunteer Minsiter's Signature: _____ **Date:** _____

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Roles Discussion for Clarification of Duties and Responsibilities - C h o i r D I r e c t o r

- enhance the liturgy with song and silence
 - choose music that reflects the message and tone, (mood or style), of the readings.
 - avoid/manage noise or unnecessary movement and other distractions during services
 - ensure the choir is appropriately prepared
 - ensure instruments are tuned prior to mass
 - ensure the psalms are sung.
- ensure that full participation by the congregation is both encouraged and intuitively evident.
 - Overhead Projection***
 - arrange for an operator. (prior to mass if possible)
 - ensure the operator is familiar with the equipment: straightening the image and machine operation including spare bulb.
 - ensure the overheads are ready for the operator
 - ensure the overhead operator has a music schedule
 - ensure the spare bulb functions
 - Transpose music to an appropriate key for the congregation - the organ and piano have auto transpose features.
 - I.e. avoid asking the congregation to sing above Bb above middle C, (lower at early morning masses).
 - SATB choirs are an exception when transposing causes range issues for soprano, alto, tenor and bass parts.
- plan and conduct productive and regular practices
 - have a practice plan. Know what you need to cover. Share the plan at the start.
 - ensure the needed music/books/keys etc. is ready and available.
 - teach new music.
 - give both the choir and congregation ample time to learn.
 - ensure the demands of the music matches the capability of the choir, especially with the children.
 - be prompt. Ensure practices start and end on time.
 - ensure all members are challenged to the degree that they can respond productively and positively.
- during mass and at practice, responsible for the operation and care of:
 - Sound System***
 - avoid feedback - have 2 people knowledgeable on operation of the sound system.
 - ensure an even sound. Don't blast the first 8 rows in trying to ensure the last row can hear the music.
 - Sound Equipment***
 - ensure mic placement and volumes are appropriate
 - regularly cycle the duties of setup and tear down of the sound equipment.
 - ensure the equipment is neatly re-placed in the back sacristy and that all locks are secured.
 - Overhead Projection***
 - ensure all overheads are replaced correctly immediately after mass.
 - ensure overheads are not stockpiled prior to another mass -- (they will likely be looking for the same overheads).
 - ensure the words on the overhead match with the choir version
 - coordinate the replacement of poor quality or incorrect overhead foils.

Miscellaneous and Duties 'As Required'

- Set-up: Ensure the choir is setup properly in terms of room, ability to hear monitors, etc
- if possible share a 'prayer' with the choir before mass.
- Lights behind the tabernacle: turn on for the first mass and off after the last mass.
- provide music planning schedules to the Copyright Coordinator at least monthly.
- KEYHOLDER
 - ensure musicians have the right chords and ensure all music has the necessary comments written on
 - preferred pre-requisite: read treble and bass clef, proficient at a musical instrument or a strong leadership skills.
 - Start songs with a strong lead. Break into harmonies after the congregation has joined. Ensure your choir knows your signal to begin harmony.
 - Try for year over year growth (any of membership, personal and membership music training and education, number of services)
 - communicate cancellations by email to all directors with a request for assistance. Avoid late cancellations.
 - from time to time, assist in planning and execution of special events including workshops and fundraising
 - report broken equipment to the Director of Music
 - approve facilities reservations for practices
 - Opportunity: develop a 'stand-by choir' of at least 1 instrument and 1 voice for emergencies.

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Roles Discussion for Clarification of Duties and Responsibilities - Other Roles

Overhead Transparency Production Manager

- 1 position, currently filled by Terri Dufresne
- create and maintain electronic copy of overheads
- define and maintain overhead transparency standards
- ensure backup copy is created and kept at church
- ensure requested transparencies are available in the room behind the altar.
- KEYHOLDER

Copyright Administrator

- role assumed by Parish Receptionist / Secretary
- 1 member of choir or parish
- receive liturgy planners from Choir Directors
- report copyright information
- report completion on a monthly basis to Director of Music
- annual (June) status review - re summer replacements etc.

Equipment Manager

- role currently done by Director of Music
- opportunity for 1 or more per choir
- regular care and maintenance of equipment (tighten and adjust stands etc.)
- report and take corrective action on broken equipment
- ensure equipment is left in an orderly fashion
- annual inventory in June and co-ordinate summer repair
- determine needs and rent equipment for hall or church - e.g. Easter celebrations
- 1 KEYHOLDER per choir
- overhead projector - identify bulb issues, e.g. ensure both bulbs are operational.

Sound Manager

- role not currently in existence
- 1 or more per choir
- become familiar with the P.A. in the church.
- correct problem situations during a service, e.g. feedback, priest/ reader mic volumes etc/
- report any broken equipment to the Choir Director
- become familiar with use of rental pa's as required

Simulcast Manager - NOT NECESSARILY A CHOIR ROLE

- may be combined with any other role
- oversee the implementation of equipment to accomplish excellent results in the hall.
- may require familiarization with the equipment, choosing a vendor, etc.

Overhead Transparency Co-ordinator

- role not currently in existence
- 1 or more per choir
- ensure overhead transparencies are filed correctly
- report replacement requirements to Terri Dufresne.

Song Planning and Research eGroup

- not yet initiated
- persons who would review the Sunday readings and identify associated songs and email others in the group, including Choir Directors

Stand-by Choir

- not yet initiated
- at least one instrument, (e.g. piano, organ or guitar), and 1 voice (may be one person).
- be prepared to stand in on an emergency basis.

Associate Choir Members

- not yet initiated
- those members of the congregation who enjoy singing harmony etc, but are unable to attend practices.
- assemble in the pews nearest the choir.
- family participation is encouraged, especially with a view toward future memberships in Childrens, Youth or any choir.

Young Children

- Young children, attended by a responsible person, and acting appropriately around expensive equipment are always welcome in the choir area.

Mass Co-ordinator's

- not yet initiated
- one per scheduled Sunday Mass time: e.g. Sat 5:00, Sun 9:00 and 11:30 and one for special events (i.e. 4 co-ordinator roles or committees)
- several people can be coordinators for one