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| *Insert Parish logo here* |

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| Position title: | Choir Leader | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | Choir members, musicians | Other key relationships: | Music Coordinator |
| Position Purpose: | The Choir Leader leads the choir in singing during parish liturgical celebrations, always with the primary aim of enabling the assembly to find its voice. |
| Qualifications and experience: | * Choir Leaders may have formal or informal musical qualifications and/or experience.
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| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis.
* Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years.
* Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules.
* Other training as directed.
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| Conditions: | * This is a volunteer role.
* Expected commitment is ……. hours a week/month.
* Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration.
* Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check.
* Must apply for a Police Check or provide a recent Police Check if applicable.
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| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people
* Motivated to work within the Catholic Church environment and a strong commitment to its values
* Honesty and integrity
* Reliability
* Responsibility
* Willingness to work collaboratively as part of a team
* Planned and organised
* Willingness to participate in learning opportunities e.g. induction, training and development
* Able to communicate effectively and respectfully with others
* Flexible and adaptable
* Respect confidentiality and privacy
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| Key Results Areas: | Key Duties:  |
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| Music practice | * Organises choir practice as required, contacts choir members to inform them of time and location of choir practice.
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|  | * Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up.
* Ensures choir members have the music they need for any given liturgy.
* Leads the choir in singing.
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| Training | * If requested, assist in training new Choir Leaders or Choir Members.
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