

Job Title: **Choral Internship**

Hours: 4 hours per week

Compensation: \$25.00/hr

Reports to: Music Director

Overview

This internship's first priority is to support the chancel choir, and provide opportunities for emerging choral leaders through hands-on conducting experience, structured rotations, and guided professional development within a sacred music context.

The program is looking for 4 interns for choral support, one per voice part.

Goals and Objectives

- Provide practical, supervised singing and possible conducting experiences in a church music setting
 - Develop musical, leadership, and pastoral skills in choral singers and directors
 - Support the church's music ministry through singing and assisted leadership
 - Build a sustainable pipeline of trained church musicians
 - Extend professional formation opportunities to future Music Educators and Conductors
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Schedule and Academic Alignment

- The internship will follow the **Pacific University (Forest Grove, Oregon) academic calendar**
- Start date: **Approximately 2–3 weeks after the beginning of the Pacific University school year**
- Duration: **25 weeks**, concluding a few weeks before the end of the Pacific University school year

This alignment allows interns to balance academic commitments with consistent involvement in ministry.

Weekly Commitment (Estimated)

- **Rehearsals:** 1 evening per week (Thursday at 7pm)

- **Sunday Services:** Required when assigned to the Chancel Choir or ensemble involved in worship (8:30-10 am)
- **Additional Opportunities:**
 - Score study and preparation
 - Occasional planning meetings or mentorship sessions
 - Conducting and music preparations
 - Percussion/guitar ensembles
 - Small ensembles/quartet
 - Solo opportunities

Estimated commitment:

- **4 committed hours per week** of singing, rehearsals, and music enrichment

Total estimated commitment: **4 hours per week**

Attendance Expectations and Boundaries

General Attendance Policy

- Interns are expected to treat this role as a professional commitment
- Consistent attendance is essential for ensemble continuity and leadership development

Absences

- **Maximum of 3 absences per internship year**, excluding sick days
- Absences should be communicated **as early as possible**, preferably at least 48 hours in advance
- Extended or repeated absences may result in reassessment of the intern's role

Sick Days

- **Up to 5 sick days are allowed** during the internship term. **Two (2)** of these days can be Sundays.
- Sick days may be used for physical or mental health needs
- Same-day notification is acceptable for illness
- Medical documentation is not required unless absences become excessive

Holiday Participation

- Interns are expected to participate in all scheduled rehearsals and services that fall on church holidays

- **Christmas Eve is the sole exception**, as interns are encouraged to be with their families
 - Holiday expectations will be clearly communicated at the start of the internship
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Mentorship and Supervision

- Interns will receive regular feedback from the Director of Music
 - Opportunities for reflection, evaluation, and goal-setting will be built into the program
 - Interns may observe rehearsals and services outside their rotation for additional learning
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Professional Development Outcomes

By the end of the internship, participants will:

- Demonstrate basic proficiency in conducting multiple ensemble types
 - Understand rehearsal planning and ensemble leadership
 - Gain experience in church music ministry and worship leadership
 - Build references and experience applicable to graduate study or church positions
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Evaluation and Future Growth

- The internship will be reviewed annually
- Feedback will be collected from interns, ensemble members, and staff
- Adjustments may be made to scheduling, and cohort size