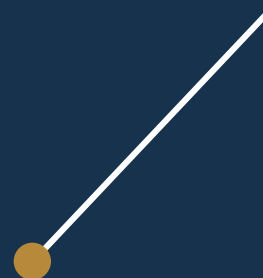


The Song of the Righteous



CHOIR DIRECTOR'S TOOLKIT

A printable planning and rehearsal companion

Checklists • Planners • Repertoire • Recruitment • Performance • Reflection

Guiding idea

Sing with the spirit, and sing with understanding.

A working companion inspired by the practical and spiritual principles in the book



MICHAEL D. YOUNG

How to Use This Toolkit

Print the pages you need, keep them in a binder, and reuse the planning forms each season.

A working companion, not a replacement

The book moves from spiritual purpose and choir roles into first steps, accompanist coordination, rehearsal logistics, repertoire, warm-ups, conducting, recruitment, sectionals, music organization, choir configuration, presentation, and reflection. This toolkit converts those ideas into repeatable planning pages.

RECOMMENDED BINDER ORDER

- ☐ 1. Purpose & first steps
- ☐ 2. Rehearsal planning
- ☐ 3. Repertoire & music preparation
- ☐ 4. People, recruitment & attendance
- ☐ 5. Sectionals, staging & library
- ☐ 6. Performance & reflection

A simple weekly rhythm

PRAY

Seek direction for the people and message.

PLAN

Choose a realistic goal for the rehearsal.

PREPARE

Mark scores, coordinate with accompanist, arrive early.

REHEARSE

Warm up, solve the hardest spots, keep moving.

REFLECT

Record what worked and what needs attention next.

WHAT SUCCESS LOOKS LIKE

- ☐ The choir understands why it is singing.
- ☐ Music is appropriate for the people, message, and available rehearsal time.
- ☐ Rehearsals are focused, welcoming, and worshipful.
- ☐ Members feel valued, prepared, and invited to grow.
- ☐ Presentations support the meeting instead of drawing attention to the performers.

Tip: Keep completed pages. Over time they become a practical history of what works for your choir.

Choir Mission & Spiritual Goals

Start with purpose before repertoire, schedules, or technique.

Our choir exists to...

What we hope singers experience

- ☐ Worship
- ☐ Unity
- ☐ Growth
- ☐ Fellowship
- ☐ Confidence
- ☐ Service

What we hope listeners experience

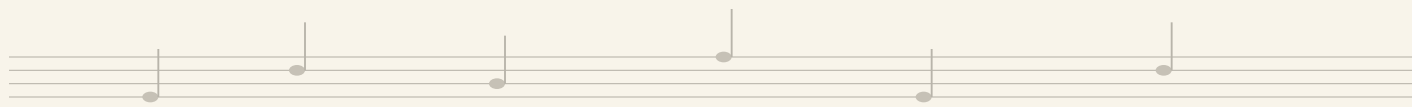
- ☐ The Spirit
- ☐ Clear doctrine/message
- ☐ Comfort
- ☐ Reverence
- ☐ Hope
- ☐ A desire to act

This season's spiritual focus

Scripture / theme:

Why this matters now:

Director prayer & stewardship notes



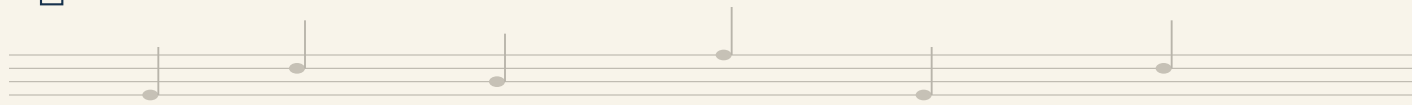
First-Rehearsal Checklist

Use this before your first rehearsal in a new calling or after a long break.

- ☐ Meet or coordinate with the unit music advisor / leadership contact.
- ☐ Learn the unit's expectations for choir frequency and upcoming dates.
- ☐ Talk with the previous director, if available, about what has worked and what has not.
- ☐ Locate the choir's music library and learn how it is organized.
- ☐ Confirm who will accompany the choir and identify a backup plan.
- ☐ Choose a meeting place with adequate space and accompaniment access.
- ☐ Select a rehearsal time that is realistic for the greatest number of singers.
- ☐ Set a clear start time and end time.
- ☐ Choose music appropriate to the choir's current ability and available rehearsal time.
- ☐ Prepare a simple warm-up and identify the first technical goal.
- ☐ Prepare a brief spiritual thought or scripture tied to the music.
- ☐ Plan how you will welcome new singers and collect contact information.
- ☐ Bring pencils, folders/music, attendance sheet, and your marked score.
- ☐ End by stating the next rehearsal date, goal, and any at-home preparation.

Before I leave the building...

- ☐ I know what the choir will work on next time.
- ☐ I recorded attendance, questions, and follow-up needs.
- ☐ I thanked the accompanist and singers for serving.



Handoff Interview with the Previous Director

Capture institutional memory before it disappears.

Typical rehearsal day/time: _____

Typical rehearsal length: _____

Where rehearsals have worked best: _____

Usual accompanist / backups: _____

How often the choir usually sings: _____

Where choir-owned music is stored: _____

Choir snapshot

Sopranos: _____ Altos: _____ Tenors: _____ Basses: _____

Strongest assets: _____

Recurring challenges: _____

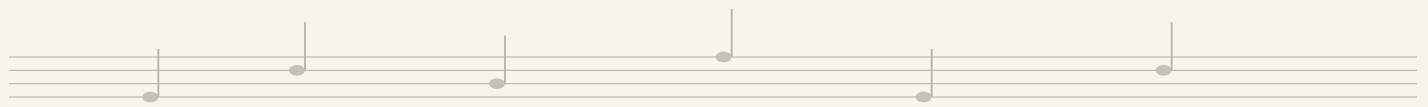
What I should keep / change / ask about

KEEP

CHANGE OR TEST

QUESTIONS

People I should personally invite or thank: _____



Leadership Coordination Sheet

Clarify dates, expectations, communication, and approval before rehearsal pressure builds.

Leadership contact: _____

Preferred contact method: _____

How often should choir present music? _____

Upcoming meetings / themes to support: _____

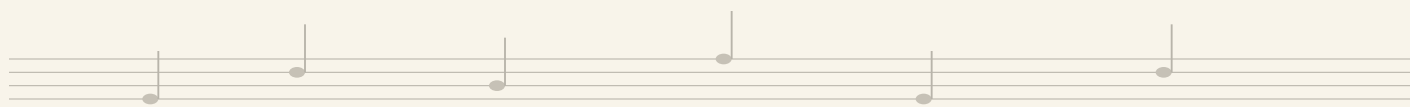
Upcoming presentation requests

Date	Meeting / Theme	Music idea	Approval / status

Decisions to confirm

- | | |
|---|---|
| ☐ Presentation dates | ☐ Rehearsal location |
| ☐ Rehearsal schedule | ☐ Music approval process |
| ☐ Budget / music purchases | ☐ Child-care or logistical support |
| ☐ Special combined-choir plans | |

Follow-up notes: _____



Accompanist Partnership Sheet

Strong coordination lets rehearsal time stay focused on the choir.

Primary accompanist: _____

Backup: _____

Best contact method: _____

Preferred lead time for music: _____

Piece coordination

Piece	Tempo	Intro	Trouble spots	Need by

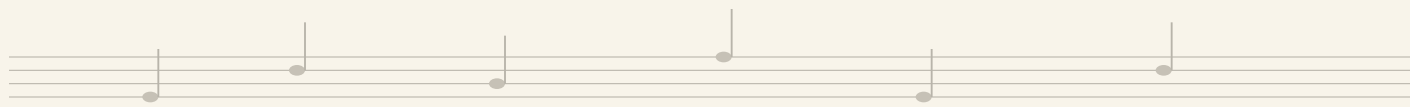
Before rehearsal

- ☐ Send music early
- ☐ Mark cuts / repeats
- ☐ Agree on tempo
- ☐ Clarify intro / interludes
- ☐ Identify rehearsal starting points
- ☐ Confirm keys / transpositions

Before performance

- ☐ Final tempo confirmed
- ☐ Intro length confirmed
- ☐ Page turns handled
- ☐ Instrument / bench ready
- ☐ Backup plan known
- ☐ Thank accompanist

Notes for next time: _____



Rehearsal Logistics Decision Sheet

Choose a place, time, and length that support attendance and focused work.

Meeting place options

Church building

Pros: _____

Cons: _____

Member home

Pros: _____

Cons: _____

Other

Pros: _____

Cons: _____

Time options

Option	Expected attendance	Conflicts	Notes

Final rehearsal pattern

Day / time: _____

Location: _____

Length: _____

Frequency: _____

Arrival / setup time: _____

Special rehearsal policy: _____

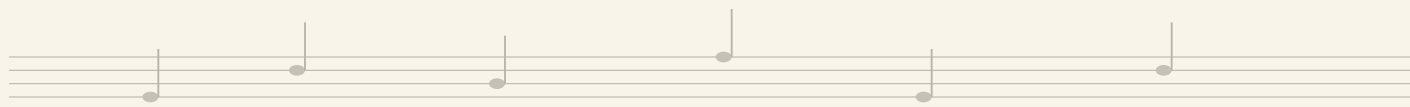
Reality check

☐ Can accompanist attend?

☐ Is an instrument available?

☐ Does this time work for families?

☐ Is there enough time to accomplish the goal?



30-Minute Rehearsal Plan

A focused template for a 30-minute rehearsal.

Date: _____

Next presentation: _____

Spiritual focus

Scripture / thought / message: _____

Timed plan

3 min

Welcome / prayer / focus

4 min

Warm-up

10 min

Piece 1 - hardest passage first

8 min

Piece 2 - notes / polish

5 min

Full run & next steps

Rehearsal targets

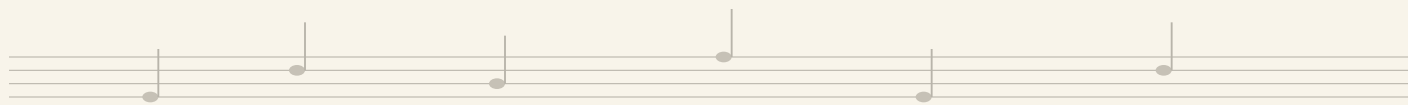
- ☐ Notes / rhythm
- ☐ Blend / balance
- ☐ Diction / vowels
- ☐ Dynamics / expression

Next time

Start with: _____

Assign: _____

Follow up: _____



45-Minute Rehearsal Plan

A focused template for a 45-minute rehearsal.

Date: _____

Next presentation: _____

Spiritual focus

Scripture / thought / message: _____

Timed plan

4 min

Welcome / prayer / focus

6 min

Warm-up

14 min

Piece 1 - learn / repair

12 min

Piece 2 - learn / polish

6 min

Piece 3 or full run

3 min

Announcements / next steps

Rehearsal targets

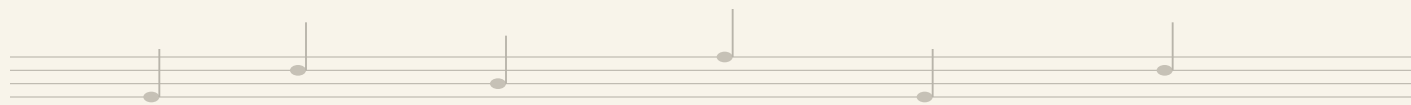
- ☐ Notes / rhythm
- ☐ Blend / balance
- ☐ Diction / vowels
- ☐ Dynamics / expression

Next time

Start with: _____

Assign: _____

Follow up: _____



60-Minute Rehearsal Plan

A focused template for a 60-minute rehearsal.

Date: _____

Next presentation: _____

Spiritual focus

Scripture / thought / message: _____

Timed plan

5 min

Welcome / prayer / focus

8 min

Warm-up

16 min

Piece 1 - learn / repair

14 min

Piece 2 - learn / polish

10 min

Section work / Piece 3

5 min

Full run / expression

Rehearsal targets

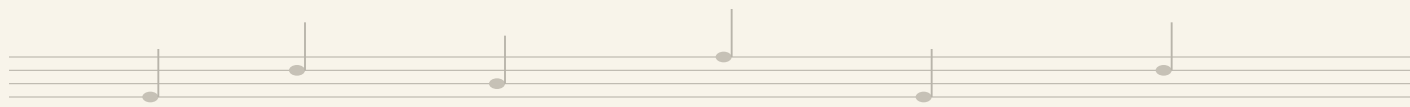
- ☐ Notes / rhythm
- ☐ Blend / balance
- ☐ Diction / vowels
- ☐ Dynamics / expression

Next time

Start with: _____

Assign: _____

Follow up: _____



6-Week Rehearsal Planner

For a short preparation cycle or simpler repertoire.

Presentation date: _____

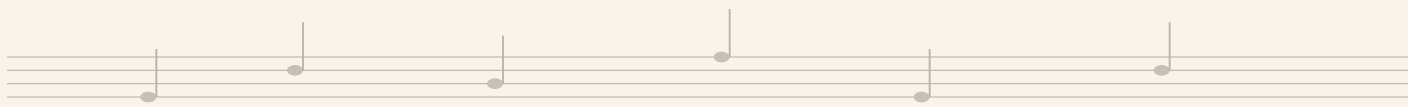
Primary piece: _____

Six-week arc

Wk	Primary goal	Music / measures	Technique / message	At-home

Benchmarks

- | | |
|--|--|
| ☐ Notes learned | ☐ Rhythm secure |
| ☐ Text unified | ☐ Cutoffs / entrances clear |
| ☐ Dynamics / expression set | ☐ Final run completed |



8-Week Rehearsal Planner

For moderate repertoire with room to learn, refine, and internalize the message.

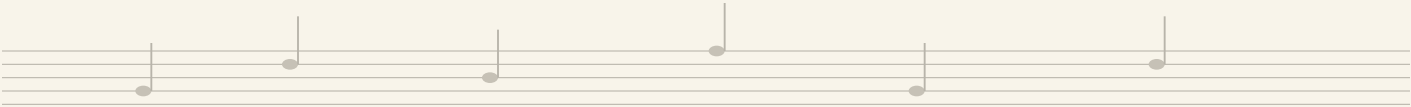
Presentation date: _____ Primary piece: _____

Eight-week arc

Wk	Primary goal	Music / measures	Technique / message	At-home

Final two-rehearsal priorities

Most important fix: _____ What to stop over-rehearsing: _____



For larger projects, seasonal programs, or repertoire requiring a longer runway.

Program / theme: _____

[illegible]

12-Week Rehearsal Planner - Weeks 7-12

For larger projects, seasonal programs, or repertoire requiring a longer runway.

Presentation date: _____

Program / theme: _____

Weeks 7-12

[illegible]

Continuity notes

Annual Choir Calendar - January to June

Map presentation dates early so repertoire can be varied and prepared realistically.

January

Presentation date / meeting theme _____ Music / project _____

Start rehearsing _____ Special needs _____

February

Presentation date / meeting theme _____ Music / project _____

Start rehearsing _____ Special needs _____

March

Presentation date / meeting theme _____ Music / project _____

Start rehearsing _____ Special needs _____

April

Presentation date / meeting theme _____ Music / project _____

Start rehearsing _____ Special needs _____

May

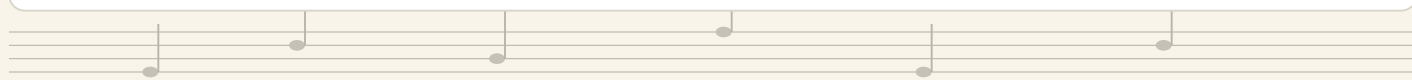
Presentation date / meeting theme _____ Music / project _____

Start rehearsing _____ Special needs _____

June

Presentation date / meeting theme _____ Music / project _____

Start rehearsing _____ Special needs _____



Annual Choir Calendar - July to December

Map presentation dates early so repertoire can be varied and prepared realistically.

July

Presentation date / meeting theme _____ Music / project _____
Start rehearsing _____ Special needs _____

August

Presentation date / meeting theme _____ Music / project _____
Start rehearsing _____ Special needs _____

September

Presentation date / meeting theme _____ Music / project _____
Start rehearsing _____ Special needs _____

October

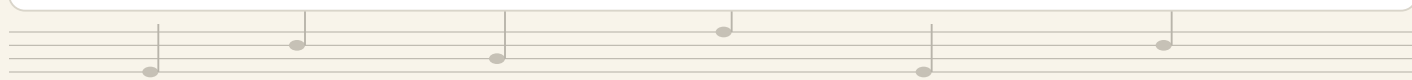
Presentation date / meeting theme _____ Music / project _____
Start rehearsing _____ Special needs _____

November

Presentation date / meeting theme _____ Music / project _____
Start rehearsing _____ Special needs _____

December

Presentation date / meeting theme _____ Music / project _____
Start rehearsing _____ Special needs _____



Repertoire Master Tracker

Keep a season-wide view of what the choir knows, owns, and is preparing.

Master list

Title / arranger	Voicing	Diff.	Copies	Season / use	Status / notes

Balance check

- ☐ Hymn-based
- ☐ Original sacred
- ☐ Seasonal
- ☐ A cappella / unaccompanied
- ☐ Easy wins
- ☐ Stretch pieces



Repertoire Selection Scorecard

Evaluate the message and the practical fit before committing rehearsal time.

Piece / arranger: _____

Rate each criterion

Message supports the meeting / theme

☐	☐	☐	☐	☐
1	2	3	4	5

Difficulty matches current choir ability

☐	☐	☐	☐	☐
1	2	3	4	5

Ranges fit the sections I actually have

☐	☐	☐	☐	☐
1	2	3	4	5

Accompaniment is realistic

☐	☐	☐	☐	☐
1	2	3	4	5

Rehearsal time is sufficient

☐	☐	☐	☐	☐
1	2	3	4	5

Music can be obtained and used legally

☐	☐	☐	☐	☐
1	2	3	4	5

Variety / interest for singers

☐	☐	☐	☐	☐
1	2	3	4	5

Presentation will support rather than distract

☐	☐	☐	☐	☐
1	2	3	4	5

Decision

☐ Use now

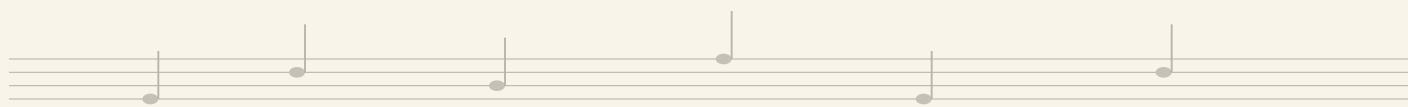
☐ Use with simplification / adaptation

☐ Save for later

☐ Do not use

Why: _____

Approval / coordination notes: _____



Piece Preparation Worksheet

Mark the score before rehearsal so the choir hears a clear plan instead of discovering one in real time.

Piece: _____

Presentation date: _____

Score map

Form / sections: _____

Tempo / changes: _____

Entrances to cue: _____

Cutoffs / fermatas: _____

Dynamics / climax: _____

Breaths / diction: _____

Hardest three spots

Measure / letter	Problem	Rehearsal fix	Done

Message & expression

What is this piece teaching? _____

Words / phrases to emphasize: _____



Music Copyright & Permission Log

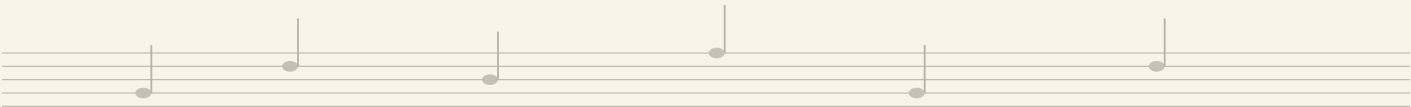
Keep a simple record of what you own, what is permitted, and what still needs attention.

Library / project log

Title	Arranger	Copies	Source	Permission / license	Notes

Quick check before copying or sharing

- ☐ We own / have legal access to the needed copies.
- ☐ Permission or license terms are understood.
- ☐ Digital sharing is permitted if used.
- ☐ Questions have been resolved before rehearsal.



Warm-Up Planner

Choose warm-ups for a purpose rather than filling time.

Today's technical needs

- | | |
|---|---|
| ☐ Breath / support | ☐ Resonance / placement |
| ☐ Vowels | ☐ Diction / consonants |
| ☐ Range | ☐ Blend |
| ☐ Pitch | ☐ Rhythm / sight-reading |

Warm-up sequence

Minutes	Exercise	Purpose	What to listen for

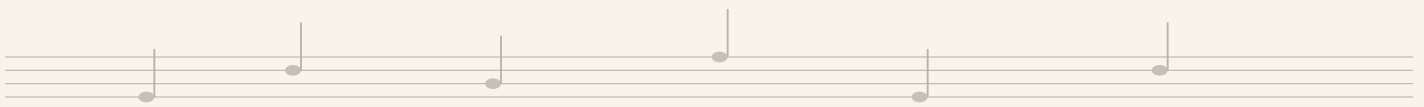
Connection to repertoire

Which piece / passage does this prepare? _____

One vocal reminder to repeat today: _____

One thing I will NOT over-correct: _____

Notes after rehearsal: _____



Conducting Preparation Sheet

Practice the moments the choir needs to see most clearly.

Piece: _____

Meter(s): _____

Gesture map

- | | |
|--|--|
| ☐ Starting pitch / preparation breath | ☐ Opening tempo |
| ☐ Important entrance cues | ☐ Cutoffs |
| ☐ Dynamic growth / release | ☐ Tempo change / ritardando |
| ☐ Fermata / release | ☐ Final cutoff |

Mirror / practice check

- ☐ Posture is confident
- ☐ Beat pattern is clear
- ☐ Gestures are not excessive
- ☐ Eyes leave the score
- ☐ Left hand has a purpose
- ☐ Face matches the message

Singer perspective

What must they see? _____

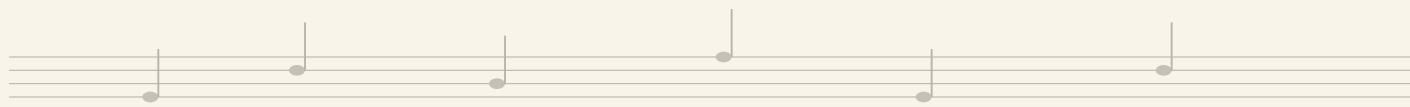
What could confuse them? _____

Where must they watch? _____

After rehearsal

Gesture that worked: _____

Gesture to simplify: _____



Recruitment & Retention Planner

Recruit personally, make the experience worthwhile, and keep inviting.

Who needs an invitation?

Name	Voice / guess	Connection	Invite by	Follow-up

Recruitment channels

- ☐ Personal invitation
- ☐ Current singer brings family/friend
- ☐ Ward / branch bulletin
- ☐ Seasonal open invitation
- ☐ Leadership encouragement
- ☐ Youth / young adult invitation

Retention check

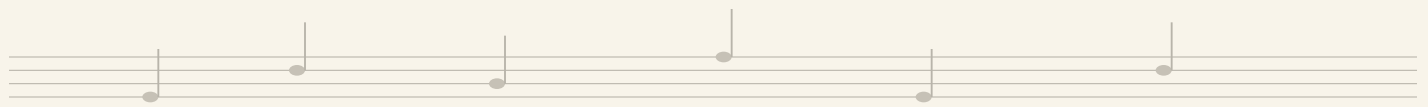
- ☐ Rehearsal is welcoming
- ☐ Music is achievable
- ☐ Choir sings regularly
- ☐ Members feel needed
- ☐ Schedule is realistic
- ☐ Spiritual purpose stays visible

This month's recruitment goal

Goal: _____

Specific action: _____

Who will help: _____



Personal Invitation & Follow-Up Tracker

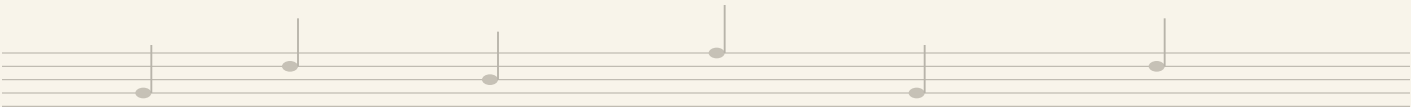
A simple record helps ongoing recruitment remain personal instead of vague.

Invitation list

Name	Voice	Date invited	Response	Follow-up / notes

Patterns I notice

What makes people say yes? _____ What barriers can we reduce? _____



Track patterns without turning attendance into a scorecard.

Presentation date: _____

[illegible]

Follow-up / barriers / care needed: _____

Track patterns without turning attendance into a scorecard.

Presentation date: _____

[illegible]

Follow-up / barriers / care needed: _____

Section-Strength Chart

Plan repertoire and seating around the choir you actually have.

Current section snapshot

Section	Count	Strong readers	Range / limits	Notes / leaders

Balance & support plan

Section needing the most support:

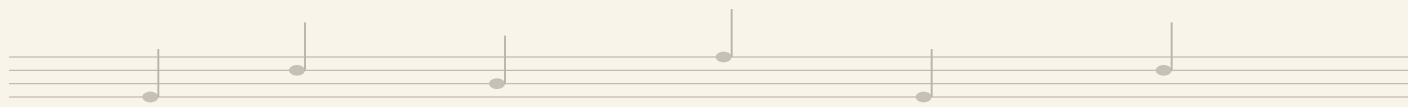
Strong singer(s) who can anchor others:

Range or voicing issues to consider:

Seating change to test:

Repertoire implications

- ☐ Choose more unison / two-part music for now.
- ☐ Use sectional time for the most vulnerable part.
- ☐ Select a stretch piece only if rehearsal time and support are sufficient.



Sectional Rehearsal Planner

Use smaller groups when a passage or voicing needs focused attention.

Piece: _____

Date: _____

Leader: _____

Why divide today?

- | | | |
|--|--|---|
| ☐ Difficult notes | ☐ Rhythm | ☐ Diction |
| ☐ Range / voicing | ☐ Men / women feature | ☐ Balance / confidence |

Section goals

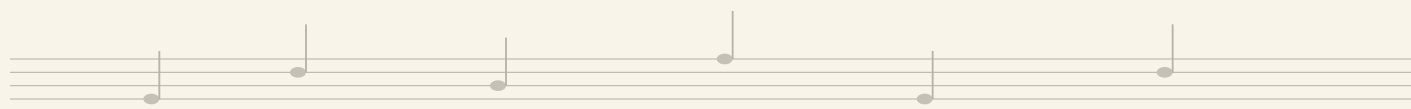
Section	Passage	Problem	Method	Ready?

Recombine the choir

First passage to sing together: _____

What should sound different now? _____

Next sectional need: _____



Choir Configuration Planner

Experiment with placement for confidence, balance, sightlines, and blend.

Stage / choir-loft sketch

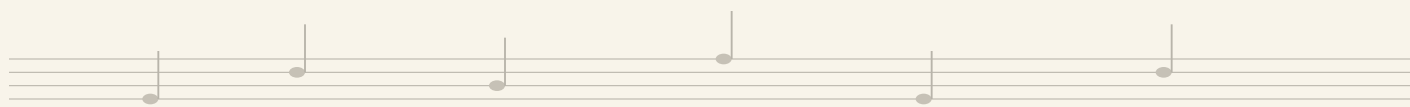
Draw or label singers / sections here. Mark director, accompanist, pulpit, aisles, and sightline concerns.

Configuration to test

- | | |
|--|---|
| ☐ Voice parts together | ☐ Men / women rows |
| ☐ Mixed parts | ☐ Quartets |
| ☐ Strong voices distributed | ☐ Choir seats / rows |

Why this arrangement might help:

What I heard after testing it:



Music Library Inventory - Sheet 1

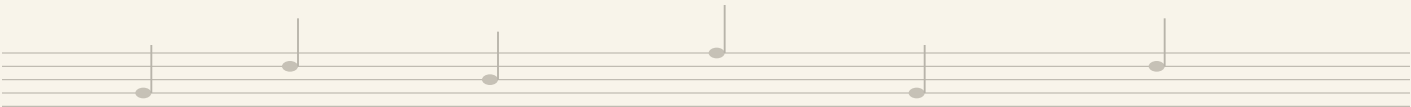
Create a usable catalog so future directors know what the unit already owns.

Inventory

Title / arranger	Voicing	Copies	Condition	Location	Notes

Library care notes

- ☐ Repair damaged copies
- ☐ Erase outdated pencil marks if appropriate
- ☐ Refile after use
- ☐ Flag missing copies



Music Library Inventory - Sheet 2

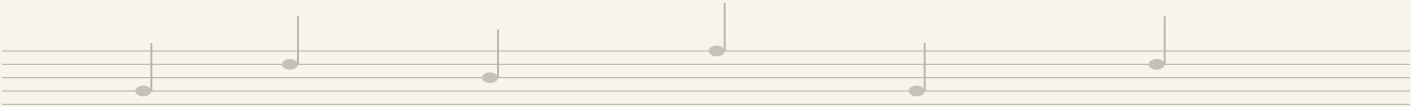
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Library care notes

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- ☐ Erase outdated pencil marks if appropriate
- ☐ Refile after use
- ☐ Flag missing copies



Performance Etiquette & Staging Checklist

Reduce visual distractions so attention can remain on the message.

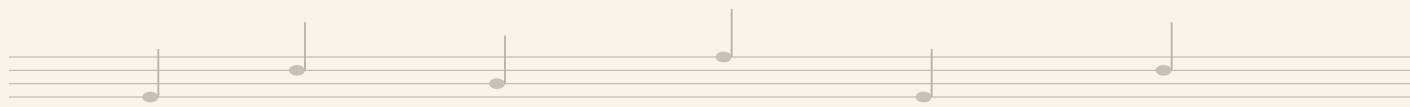
Before the day

- ☐ Confirm choir placement and row assignments.
- ☐ Make sure singers can see the director.
- ☐ Agree how folders / music will be held.
- ☐ Set a clear signal for standing and sitting.
- ☐ Rehearse entrances, exits, and any movement.
- ☐ Clarify simple appearance expectations without excluding singers.

During the presentation

- ☐ Eyes return to the director often.
- ☐ Hands remain quiet and predictable.
- ☐ Folders are held consistently.
- ☐ Faces communicate sincere interest in the words.
- ☐ No exaggerated individual gestures or vocal spotlighting.
- ☐ Director models good posture and engaged expression.

Staging sketch / notes



Performance-Day Checklist

Remove avoidable stress so the choir can focus on worship and communication.

Before singers arrive

- ☐ Room / loft available
- ☐ Music / folders ready
- ☐ Accompanist ready
- ☐ Instrument checked
- ☐ Seating / rows set
- ☐ Water / tissues as needed
- ☐ Child-care plan confirmed
- ☐ Director score marked

With the choir

- ☐ Welcome / prayer
- ☐ Brief warm-up
- ☐ Tune hardest entrance
- ☐ Review tempo / cutoffs
- ☐ Remind eyes up
- ☐ Review stand / sit signal
- ☐ Recenter on message
- ☐ Stop before voices tire

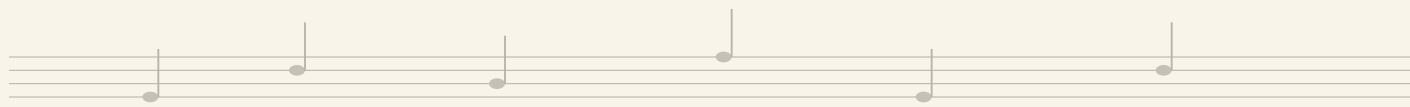
Immediately before singing

- | | | |
|--|---|--|
| ☐ Breathe | ☐ Make eye contact | ☐ Give a clear prep |
| ☐ Trust the preparation | ☐ Keep the message first | ☐ Listen to the choir |

Afterward

- | | |
|---|--|
| ☐ Thank singers | ☐ Thank accompanist |
| ☐ Collect / refile music | ☐ Record attendance |
| ☐ Write one success | ☐ Write one next step |

People to personally thank or encourage: _____



Choir Challenges: Prayerful Problem-Solving Sheet

Name the real problem, simplify where needed, and choose the next faithful action.

What is happening?

Observable problem:

When / where it happens:

Possible causes

☐ Attendance

☐ Music too difficult

☐ Schedule

☐ Section imbalance

☐ Technique

☐ Communication

☐ Motivation

☐ Logistics

Possible responses

☐ Simplify music

☐ Personal invitation

☐ Change rehearsal plan

☐ Use sectional

☐ Change seating

☐ Ask leadership help

☐ Pray / fast

☐ Try one small experiment

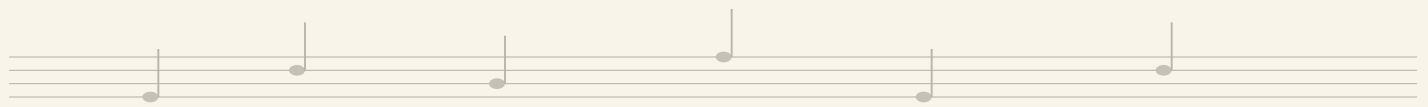
Next experiment

One thing we will change:

How we will know if it helped:

When we will review:

Prayer / prompting / people to consider:



Post-Performance Reflection

Capture learning while the experience is still fresh.

Date / meeting: _____

Piece(s): _____

What went well?

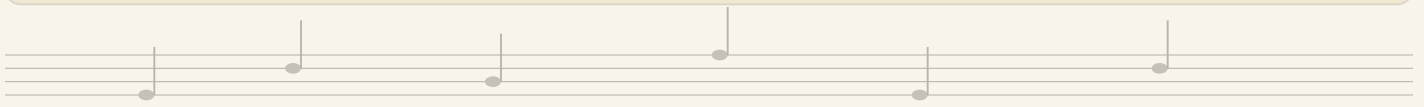
What needs work?

What did I notice spiritually?

What did the choir teach me?

Next rehearsal starts here

First priority: _____



End-of-Season / End-of-Calling Review

A choir grows when lessons are remembered instead of rediscovered.

This season in review

Most meaningful presentation: _____

Best rehearsal habit we developed: _____

Biggest improvement in the choir: _____

Challenge we learned to handle: _____

What I learned about people

What I learned about music

What I learned about service

Handoff notes for the next director

One thing I hope they know: _____



Notes from the Loft

Ideas, impressions, repertoire thoughts, people to encourage, and lessons worth remembering

The goal is not merely to make music.

The goal is not merely to make music.

It is to serve, teach, unify, worship, and offer the song of the heart.

THE SONG OF THE RIGHTEOUS - CHOIR DIRECTOR'S TOOLKIT