

ST. PAUL CATHOLIC CHURCH

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April 18, 2011.

JOB DESCRIPTION

Job Title: Director of Music Ministries **Number:** _____

Reports To: Pastor

Department: Liturgy and Music

Full Performance Period: N/A **Exemption Status:** Exempt

Supervisory: Employees: No Unpaid Staff: No Volunteers: Yes Contract Workers: Yes Boards: No

Job Titles Supervised: All music related contract workers and volunteer music ministers.

General Purpose: The Director of Music Ministries, under the direction of the pastor and in collaboration with the pastoral staff, organizes and directs the program of sacred music for the liturgical and devotional life of the parish in order to facilitate the full and active participation of the assembly through education, preparation, celebration and evaluation, fostering a spirit of unity, ministry and stewardship among the music ministers and the assembly.

Essential Duties and Responsibilities:

Acts as the primary keyboard accompanist (preferably piano and organ) for all parish liturgies;
Ensures appropriate music for all parish liturgical services (e.g., Saturday Anticipated and Sunday liturgies, Holy Days, etc.);
Develops assembly repertoire/weekly music selections;
Participates in the planning and coordination of special seasonal and sacramental events in collaboration with other staff members (E.g., Triduum, RCIA rites, First Reconciliations, First Communion, Confirmation, Communal Reconciliations, Stations of the Cross, etc.);
Participates actively as a member of the parish and the parish staff – attends scheduled meetings;
Participates actively in the activities of the parish Liturgy Committee – attends scheduled meetings;
Participates actively in the activities of the diocesan Music and Liturgy Committee – attends meetings;
Recruits, develops and trains choirs, ensembles, cantors, instrumentalists, and accompanists to lead and support the assembly in singing;
Provides parish liturgical music education in collaboration with the pastoral staff;
Develops a spirit of community among the music ministers;
Sees to the Safety Environment Process for all adults in the music ministry;
Schedules music ministers for all parish liturgies;
Finds substitute musicians and cantors and prepares their repertoire and arrangements;
Prepares and administers the music budget;
Acts as a consultant for the parish when selecting parish music resources (i.e., hymnals, instruments);
Supervises the creation for any worship aids as needed, honoring copyright and licensing policies;
Has a working knowledge of the sound system and church video camera; trains others in their use;
Oversees maintenance of musical instruments, equipment and printed music; keeps inventory; and,
Is responsible for own self-care, professional liturgical music education, professional skills development and spiritual formation.

Please note: For wedding and funeral liturgies, the Director of Music Ministries may enter into a separate contract with families and/or couples to provide accompaniment or choral support for their event; compensation will not be made by the parish.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Decision-making and Supervisory Responsibility:

| | | | |
|-----------------------------|---|--|---|
| HIRING | R | | |
| ASSIGNING/SCHEDULING WORK | F | | |
| MONITORING/CONTROLLING WORK | F | | |
| DISCIPLINE | R | | |
| PERFORMANCE EVALUATION | F | | |
| SALARY RECOMMENDATIONS | I | | |
| DISMISSAL | I | | |
| BUDGET RESPONSIBILITY | | | R |
| PROPERTY RESPONSIBILITY | | | R |
| CONFIDENTIAL INFORMATION | | | R |

I indicates Input only

R indicates responsibility for Recommending a course of action requiring one other approval

F indicates responsibility for the Final Decision

Minimum Requirements:

Education: Minimum of Bachelor’s Degree in Music (Eg. Keyboard, Voice, Conducting, Music Education) from an accredited college or university;

Experience: High level of experience in playing the organ and/or the piano, preferably both. Experience in a Catholic parish Music Ministry program. Knowledge of Catholic Liturgy as presented in church documents and practice.

Or other background demonstrating application of the following knowledge, skills, and abilities:

- Have the ability to conduct/coach vocal technique, direct accompanists, direct instrumentalists, and connect with and challenge people at all musical levels;
- Have the ability to lead and supervise;
- Have excellent interpersonal and human relations skills;
- Have excellent organizational skills;
- Have the ability to work efficiently without constant supervision and direction – be motivated;
- Be a practicing Roman Catholic and have a working knowledge of Vatican II and United States Conference of Catholic Bishops (USCCB) documents on liturgy and music;
- Have ability to oversee maintenance of musical instruments, equipment, and sound system; and,
- Be willing to commit to overall parish welfare and development.

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

| WORK ENVIRONMENT | SELDOM | OCCASIONAL | FREQUENT |
|----------------------------|--------|------------|----------|
| COLD (50 F or less) | x | | |
| HEAT (90 F or more) | x | | |
| HUMIDITY | x | | |
| HEIGHTS | | | x |
| NOISE | | | x |
| VDT/CRT USE | x | | |
| DRIVING | | x | |
| STANDING | | | x |
| SITTING | | | x |
| WALKING | | | x |
| BENDING | | | x |
| WORK WITH OTHERS | | | x |
| REPETITIVE MOTION | | | x |
| OPERATING MACHINERY | | | |
| COPIER | | | x |
| TYPEWRITER | x | | |
| TELEPHONE | | | x |
| FACSIMILE (FAX) | | x | |
| 10-KEY | | x | |
| CALCULATOR | | x | |
| COMPUTER | | | x |
| MOUSE | | | x |

| | | | |
|---------|--|--|---|
| PRINTER | | | x |
|---------|--|--|---|

FREQUENCY OF REQUIRED EXPOSURE/USE

| OTHER | SELDOM | OCCASIONAL | FREQ. |
|---------------------|--------|------------|-------|
| VISUAL ACUITY: Near | | | X |
| VISUAL ACUITY: Far | | | X |
| COLOR DISCRIMIN. | X | | |
| HEARING | | | X |
| SPEECH | | | X |
| OTHER | | | |
| TRAVEL: | | | |
| LOCAL | | | X |
| NATIONAL | | X | |
| INTERNATIONAL | X | | |
| AVAILABILITY | | | |
| EVENINGS | | | X |
| WEEKENDS | | | X |

MOVING EQUIPMENT AND SUPPLIES

| | | | |
|----------------------|---|---|---|
| LIGHT (Under 5 lbs.) | | | X |
| MODERATE (5-20 lbs.) | | X | |
| HEAVY (Over 20 lbs.) | X | | |

DESCRIPTION OF MOVEMENT

| | | | |
|-------------|--|--|---|
| LIFT/LOWER | | | X |
| CARRY | | | X |
| PUSH/PULL | | | X |
| REACH ABOVE | | | X |