

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St. Mel

POSITION STATUS: FULL TIME

POSITION: Music Director

CATEGORY: Exempt

SUPERVISOR: Pastor

JOB SUMMARY: The position of Director of Music Ministries is charged with developing a prayerful, singing assembly through example, celebration, preparation, evaluation, education and personal ministry. In cooperation with all the parish ministers, the Director promotes our participation in the death, resurrection, and ascension of Christ in liturgy through song and challenges the assembly to live it more deeply.

ESSENTIAL FUNCTIONS: Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment. Collaborates with and advises pastor.

Liturgical Celebrations:

- Five weekend masses for 52 weeks a year (Director of Music Ministries directs music at these masses)
- Holy Thursday Evening Mass of the Lord's Supper
- Good Friday Celebration of the Lord's Passion
- Christmas Eve and Day masses, plus two or three masses for each holy day (Mary Mother of God, Assumption of Mary, All Saints, and Immaculate Conception)
- All Friday 8:30am school Masses
- First Eucharist (1 annually)
- Confirmation (1 annually)
- First reconciliation (1 annually)
- Special occasions as needed

Musical Coordination:

- All choirs rehearse at least weekly, in addition to warm up prior to Mass. The Director leads the rehearsals of the groups he/she directs and provides guidance regarding other rehearsals.
- Trains all music ministers, including priests and deacon in their music role.
- Teaches and encourages the assembly to sing.
- Performs all training (both musical and liturgical formation).
- Recruits, supervises, supports, and evaluates music coordinators, accompanists (whether paid or volunteer), cantors, and choirs.
- Schedules sound team members.
- Develops worship aids when needed.

- Selects music in a collaborative manner in accord with liturgical norms to provoke the participation of the assembly.

Parish School and Religious Education:

- Teaches one half-hour music class for each grade of school ministry weekly. Assists in musical productions. (2017-2018)

Evangelization and Social Ministry:

- Concerts (especially a community celebration during Christmas season).
- Other events, perhaps dramatic presentations, etc.

Special Projects:

- Ecumenical events (roughly 2-3 annually, with us hosting perhaps 1)
- Diocesan events (at Director of Music Ministries' discretion)
- Other special events

Administrative Responsibilities:

- Submits budget and facility reservation requests annually prior to the new fiscal year as directed by the Parish Administrator. Operates within approved budget.
- Maintains presence in the pastoral center to collaborate with other staff and promote the overall good of the parish.
- Attends staff meetings and liturgy committee meetings.
- Works closely with the pastoral associate and priests for overall liturgical coordination.

MINIMUM QUALIFICATIONS:

Education: B.A. (M.A. preferred) in music with emphasis in choral direction. As well as a formal graduate or undergraduate study in liturgy.

Experience: Professional training and experience in choral direction.

Skills / Knowledge: Liturgy and liturgical music knowledge; knowledge of scripture; practicing Catholic with knowledge and understanding of the Catholic Church in general. Organizational and leadership skills that utilize patience, enthusiasm, energy, and kindness. Ability to sing as well as an average choir member. Ability to compose an accompanist score based on existing music. Proficiency in organ, keyboard, and/or other instruments.