



## **Director of Music Job Description**

February – 2021

Position Title: Director of Music  
Location: St. Mary of the Knobs  
Status: 25-40 hours weekly  
FLSA: Exempt  
Reports to: Pastor  
Supervises: All other music ministers

### **PRIMARY FUNCTIONS**

The Director of Music is responsible for the effective preparation, coordination, performance, and leadership of music within the liturgical and other celebrations of the parish. The purpose of the Music Director is to develop and lead the worship music ministry for our church, in consultation with the pastor in a way that is consistent with our mission, values, and theology of the Roman Catholic Liturgy.

#### **I. Preparation and Performance of Musical Worship**

- Select and/or approve music and musicians for all Saturday evening and Sunday Masses and for other services as specified [i.e Holy days and special liturgies]
- Plan and coordinate other Sacramental Rites and other liturgical seasons [e.g., penance services, baptisms, Confirmation, First Eucharist, RCIA Rites, funerals, and weddings] and other non-liturgical prayer services
- School Liturgies [e.g., weekly Mass, Graduation]
- Maintain a strong prayer base for the music ministry
- Direct the music at weekend Masses and for other special services as listed above and as specified by the pastor
- Establish a school choir that can sing at school Masses, and occasionally at Sunday Mass or special occasions
- Collaborate with school music teacher as needed

#### **II. Recruitment, Scheduling, and Leadership**

- Recruit, equip, motivate, supervise, and shepherd musicians



- Provide formation in liturgical music for the assembly
- Schedule and supervise choirs, music groups, cantors, and other music ministers
- Provide volunteers with support with general musical and liturgical formation
- Provide opportunities for spiritual and social enrichment for all music ministers
- Provide specific training and preparation of individual cantors, organists, and other individual musicians
- Direct choirs or music groups
- Lead children's choir practice

### III. Administration

- Participate in the life and ministry of the Church, especially at St. Mary of the Knobs
- Demonstrate a working knowledge of sound, equalizers, and recording equipment as related to the Church sound system
- Review and purchase new music as needed
- Prepare and administer liturgy and music budget
- Oversee maintenance of musical instruments and other equipment
- Select, prepare, and/or administer worship aids and songbooks
- Maintain music library, files, and records
- Direct/Co-Direct school programs [i.e., Mother's Day Tea, Christmas program]

### IV. Networking

- Participate actively in community/deanery/parish events
- Participate in regular meetings with pastor and pastoral staff
- Participate in regular meetings as needed or requested by pastor
- Participate actively in local and national professional associations

### V. Professional and Ministerial Development

- Maintain regular practice schedule on primary instrument
- Participate in continuing education through formal courses, workshops, regular reading of books and periodicals and, when possible, the annual National Pastoral Musicians Convention
- Participate in an annual retreat and other opportunities for spiritual growth
- Other duties to be specified by local parish

## POSITION SPECIFICATIONS/REQUIREMENTS

- Authentic relationship with Jesus Christ
- Ability to shepherd volunteer musicians in the faith
- Love and respect for people
- Ability in a wide range of styles including Catholics hymns, Christian classics, and contemporary music
- Professional quality keyboard (preferred) with vocal, or choral performance and some knowledge of instruments
- Ability to organize, coordinate, and motivate musicians
- Sense of humor and positive attitude
- Strong team player with the rest of staff and congregation
- Commitments to the church's vision, leadership, and people
- Dependable, responsible, self-motivated, and creative
- Either a Bachelor's Degree in Music or the equivalent, including thorough knowledge and training in music theory and history
- Knowledge and training in Roman Catholic Liturgy
- Computer skills to communicate liturgy plans, schedules, PDFs, and/or recordings of music as needed