

DIOCESE OF LAKE CHARLES
JOB DESCRIPTION

Position Title: Director of Music	Immediate Supervisor: Pastor
FLSA Status:	(Regular) Work Schedule:

POSITION SUMMARY:

To foster “full, conscious, and active participation” in the liturgy, encourage musical participation during liturgies, cultivate an appreciation of sacred music, select team members to facilitate the development of the parish music repertoire, and lead liturgy(s).

The Music Director, under the supervision of the pastor, or his designee, ensures that the musical landscape, in its content and celebration, conform to the guidelines presented in the General Instructions of the Roman Missal (GIRM), as well as “Sing to the Lord: Music in Divine Worship” (2007) and “Catholic Hymnody at the Service of the Church: An Aid for Evaluating Hymn Lyrics” (2020), publications of the United States Conference of Catholic Bishops.

DUTIES & RESPONSIBILITIES:

Parish Community

- Assist the Pastor and Director of Worship in identifying the Core Philosophy of the Music Ministry and the role it will play in liturgy.
- Coordinate with the Pastor and Director of Worship in determining the Parish Repertoire for all liturgies: Sunday and Holy Day masses, weddings, funerals, and designated parish celebrations and programs. In consultation with the Director of Worship and the Pastor, plan the Liturgical Year preferably one season in advance.
- Lead the choir, instrumentalists, and the assembly at liturgies and/or select team leaders to assist in leading liturgies.
- Maintain a structure that maintains consistency within the ministry.
- Develop an independent Cantor Ministry that is under the direction of the Director of Music or a designee.
- Oversee the Sound System and all the equipment associated with the Sound System. Ensure that the sound system is staffed whenever it is used.
- Prepare worship aids for designated celebrations or oversee the preparation of the Worship Aid by Administrative Staff.
- Consult with leaders of liturgical and social ministries on the use of sacred music in their activities.
- Provide appropriate communication to the community regarding musical forms used in liturgies, seasonal variations, or upcoming activities.
- Develop and maintain an emergent library of sacred musical compositions.
- Budget and manage the musical assets and expenses of the community.

Parish Music Ministry

- Recruit, train, direct, and supervise vocalists and instrumentalists.
- Form, rehearse, and schedule choirs, ensembles, orchestras, etc. as required.
- Select, train, supervise, and mentor assistant directors (i.e., team leaders) as required.
- Develop formal and informal communication on a regular basis with team leaders (i.e., assistant directors).
- Develop formal and informal communication procedures that adequately inform members of upcoming events and activities.
- Instill a sense of service and stewardship within the Ministry.

Catholic Church & Diocese

- Expand working knowledge and appreciation of Catholic liturgical and musical traditions.
- Assure that parish use of music conforms to Church and diocesan directives.
- Maintain an active liaison with the Diocesan Director of Music.
- Participate and encourage parish musicians to participate in diocese-wide liturgies and celebrations when feasible.
- Encourage participation in local workshops for Music Ministry participants.

Sacred Music Community

- Maintain professional skills through personal practice and continuing education opportunities.
- Attend appropriate local, regional, or national seminars or symposia on music in liturgy.

Parish Staff

- Implement policies and guidelines for the Pastor and the Director of Worship.
- With the parish accountant, develop and administer a budget for Music Ministry programs.
- Establish and maintain office hours that are consistent with the requirements of the ministry.
- Attend scheduled staff meetings and ensure adequate communication is maintained to coordinate Music Ministry events and activities with other parish functions.

QUALIFICATIONS:

Background & Interpersonal Skills

- High degree of proficiency with a principal instrument capable of providing musical leadership during liturgies, preferably organ, keyboard or piano.
- Working knowledge of other instruments that might be used in a liturgical setting and appropriate usage of these instruments in a Liturgical Setting.
- Effective choral and instrumental conductor capable of directing both amateur and professional musicians, leading a choir in vocal exercises and providing vocal training as needed.
- Demonstrable skill as a leader of congregational singing.

- Skilled at interpersonal relationships with experience and knowledge to deal with negative situations effectively; the ability to look to the bigger picture and the core philosophy of the Ministry when making decisions; the ability to work as a team player and to encourage team building whenever possible with staff as well as designated team leaders within own Ministry.
- Ability to lead and train musicians in music theory and application.
- Possess extensive knowledge of a quality repertoire of liturgical music that spans various styles and forms.
- Understand the integration of musical and liturgical forms as practiced in the traditions and Canons of the Catholic Church.
- Understands the teachings of the Catholic Church including scripture, sacraments, creed, and morality.
- Ability to help others identify their gifts and talents within the ecclesial and civic communities.
- Ability to plan, coordinate, and communicate with those involved in parish programs.
- Ability to evaluate outcomes and adjust programs accordingly.
- Ability to monitor expenses and maintain a budget.
- Understand, as a lay minister, that personal lifestyle should reflect the teachings of the Church.
- Understand and implement parish and diocesan guidelines concerning safe environment and strict adherence to the parish safe environment program.

Education:

- Degree in Music is preferred.
- A willingness to continue professional education through workshops, seminars, etc. to keep abreast of changes in liturgical ministry.

Experience & Other Skills:

- Demonstrated liturgical music experience; 2 or more years preferred.
- Choral directing experience: 2 or more years preferred.
- Strong understanding of the Roman Catholic religion and faith traditions preferred.
- Proficiency in organ, keyboard accompaniment, vocal performance, choral direction.
- Ability to lead sung prayer and serve the community through the ministry of music.
- Ability to organize all aspects of the music program.
- Strong interpersonal skills and the ability to work collaboratively and maintain confidentiality.
- Interpersonal skills, including facilitation, coordination, team building, problem-solving, conflict resolution and verbal and written communication skills.
- Openness to a variety of prayer styles to meet diverse spiritual needs.
- Ability to relate to various age groups.
- Patience, sensitivity, adaptability, and flexibility in working with parishioners, volunteers, and staff.
- Ability to learn, understand and support the Mission and values of the parish.
- Ability to learn, integrate and actively appreciate the culture of the community, particularly that of IHM.
- Ability to integrate congregational activities with IHM.
- Valid driver's license and good driving record.

PHYSICAL PERFORMANCE ELEMENTS:

- Physical strength to walk steps is needed.
- Position requires frequent sitting, standing, walking, and climbing as well as occasional bending, reaching, crouching, kneeling, and pushing/pulling.
- Position requires occasional pushing/pulling of up to 50 lbs. as well as lifting of up to 25 lbs.
- Position requires the ability to use feet to operate foot controls.
- Position requires good hearing and visual acuity, as well as the ability to see color.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

The conditions described above are indicative of the knowledge, skills, abilities, and normal task assignments of this job, and do not constitute an exhaustive list of all tasks that may be required. Additional duties requiring similar or lesser skills may be added at any time without the necessity of altering the job description or re-evaluating the job.

Read and understood:

Director of Music

Date

Pastor

Date