

Our Lady of Sorrows
Our Lady of Peace Family of Parishes
Director of Music Ministry
Job Description
(Updated 2-28-23)

Title: Director of Music Ministry
Status: Part-time (up to 25 hours per week)
Reports to: Pastor
Primary Function: The Director of Music Ministry serves as the director of liturgical music, principal musician & choir director.

Responsibilities:

1. Plan music for all weekend liturgies (currently 2: Saturday at 4:00 p.m. and Sunday at 10:00 a.m.), all holy day liturgies, and special liturgies as needed (including All Souls evening prayer & First Communion liturgies), in accordance with The General Instruction of the Roman Missal and Sing to the Lord: Music in Divine Worship.
2. Provide piano & digital piano accompaniment, lead congregational singing, and cantor (as needed), for the above-mentioned liturgies.
3. Conduct rehearsals for choir outside of Mass times (Sept-May), and direct choir and instrumentalists during liturgies.
4. Lead the congregation in praise through music. Prepare the assembly for liturgies, as needed, through rehearsals prior to liturgies.
5. Recruit volunteer music ministers; including choir members, cantors and other musicians.
6. When requested, provide music, planning & direction for weddings and funerals. Compensation for these services is taken care of by the parties involved. When unavailable, schedule or facilitate scheduling, of substitute musicians for these occasions.
7. Create programs for special liturgies and services.
8. Attend staff meetings when liturgical planning is necessary.
9. Maintain environment of music as praise and not performance, encouraging congregational participation.
10. Maintain and develop personal & professional skills. Attend Archdiocesan or other professional training opportunities as needed & available. Sharpen skills through personal practice.
11. Work within music ministry budget. Communicate special needs of ministry in advance for planning purposes.
12. Operate professional sound equipment in the church and Parish Activity Center (PAC). Responsible for scheduling necessary maintenance and repairs of sound equipment.
13. Schedule music equipment maintenance when needed and maintain professional instrument tuning schedule for parish pianos.
14. Operate AV & livestream equipment. Work with volunteers to produce a livestream of weekend Mass. Currently: livestream 1 Mass from the church using the YouTube platform.
15. Follow copyright laws in the use of music.

Requirements:

1. Must have a high degree of proficiency in piano/keyboard and strong vocal skills demonstrated by a performance audition.
2. Must operate both traditional piano instrument and digital piano.

3. Must have skill as an effective choral & music conductor with professional or volunteer experience.
4. Must have a strong liturgical knowledge as evidenced by experience in liturgical music ministry and/or formal training credentials & demonstrated in a skills audition.
5. Must be familiar with the operation of professional sound equipment.
6. Must be able to operate office equipment used in producing worship aids.
7. Must have the ability and desire to lead and sustain a program of quality congregational praise through song.
8. Must have a good knowledge of quality repertoire available for liturgical music programs.
9. Must have working knowledge of compliance with music copyright laws.
10. Must be reliable.
11. Must pass background check, criminal check and successfully complete SafeParish training prior to employment.
12. Must maintain SafeParish requirements after completion of SafeParish training.

Working Environment:

1. Regular weekend and evening hours required.
2. Must provide programming and music for 2 liturgies each weekend and for additional services during Holy Week, sacramental celebrations, weddings and funerals.
3. Requires collaboration with Pastor/Parochial Vicar(s) and pastoral staff.
4. Opportunity to advance as positions are created or opened in the Our Lady of Peace Family of Parishes.