

POSITION DESCRIPTION

St. Joseph Catholic Church of Grand Rapids, Minnesota

Job Title:	Music Director
Department:	Liturgy
Reports To:	Pastor
FLSA Status:	Part-Time, Non-Exempt
Prepared By:	Fr. Blake Rozier, Pastor
Revised Date:	February 3, 2022
Schedule	12–16 hours per week

SUMMARY

The Director of Music Liturgy assists the pastor in his duty to provide for the dignified and holy celebration of the mysteries of God in the world. This position functions primarily as the coordinator of music ministry for liturgical celebrations, and scheduling musicians and liturgical volunteers.

CONTEXT

This position is an extension of the Pastor's Ministry. The incumbent must have a willingness and the ability to support the Mission of the Universal and Local Roman Catholic Church.

MAJOR AREAS OF RESPONSIBILITY / ESSENTIAL DUTIES

1. Coordinate music liturgy for liturgical celebrations in cooperation with the pastor's vision for sacred music and liturgy
2. Responsible for the performance and oversight of music liturgy; lead, coordinate and conduct volunteers in practice and performance of choral and instrumental segments of the worship of the Holy Mass and related events; plan ahead for scheduling and communicating practice times, music, and volunteers (cantors, organists, pianists, instrumentalists, choirs, and ensembles)
3. Communicate regularly with pastor to plan dignified and holy celebrations throughout the liturgical year; including sacramental liturgies (i.e., First Communion, Confirmation, etc.) and weddings and funerals
4. Schedule Extraordinary Ministers of Holy Communion, altar servers, lectors, sacristans
5. Primary contact for coordination of music for funerals and weddings; meet with family members to explain options, communicate parish guidelines, plan appropriate musical selections and Scripture readings, and implement the plan
6. Design, create printed worship aids for liturgies
7. Observe diocesan Office of Liturgy/Worship guidelines for music liturgy best practices
8. Order and maintain organization of materials for music ministry and music liturgy: order supplies, maintain filing system for music (procedure for dispensing and returning music); schedule repair of equipment, PA system and instruments, etc., working within a limited budget

9. Understand copyright regulation standards and ensure these standards are implemented and met; communicate with licensing vendor regularly to communicate usage of music; renew annual license subscription
10. Fulfills other duties and responsibilities as identified by pastor
11. Attend relevant training and conferences as approved by pastor and as recommended by the diocese; attend and participate in all parish staff meetings

GENERAL RESPONSIBILITIES

Maintain a current level of knowledge and skills required to effectively serve in this position.

SUPERVISORY RESPONSIBILITIES

Responsible for oversight of music and liturgy volunteers. Not responsible for any immediate supervision of employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION, TRAINING and/or EXPERIENCE

1. Demonstrated musical ability including keyboard/piano and vocal
2. Demonstrated leadership, coordination and oversight of small groups; good communications skills; ability to foster and inspire teamwork
3. Ability to discern worship dynamics to assist the listener to enter more fully into sacred liturgy through music and silence
4. Proficiency in Microsoft Office applications, in particular Word and publication software
5. Knowledge, understanding and appreciation of the Catholic Church is beneficial

LANGUAGE SKILLS

Incumbent must have the ability to read, analyze and interpret general business correspondence and technical procedures or governmental regulations. Must have the ability to compose clearly written documents. Must effectively and accurately present oral or written information and respond to questions. Must have the ability to project voice vocally in song and on key. Incumbent must have attention to detail.

OTHER SKILLS AND ABILITIES

1. Ability to work independently and ability to collaborate effectively in a professional and friendly manner with other administrative office team members and volunteers
2. Strong organizational skills; detail-oriented; capable of multi-tasking and managing workload and deadlines
3. Ability to hear tonal and pitch qualities in order to direct choral and instrumentalist volunteers
4. Must be able to maintain confidentiality

5. Must be able to successfully pass a criminal background check and successfully complete diocesan safe environment training

CERTIFICATES, LICENSES

There are no certificates or licenses required for this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional office and school setting with individual work spaces and church spaces. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Some travel may be expected for training and or retreats. Work hours include daytime, evening and weekend as part of the parish's liturgical schedule, and funeral and wedding schedules.