

St. Joseph's Catholic Church of Grand Rapids, Minnesota

POSITION DESCRIPTION

- Title:** Director of Music/Coordinator of Liturgy
- Directly Responsible to:** Pastor and Parish Administrator
- Position Definition:** Approx. 15-18 hours per week annually-paid hourly

Major areas of responsibility: Liturgical Music

Administration

- ❖ Be a resource to the St. Joseph's Liturgy.
- ❖ Serve as a member of the Liturgy Commission and Parish Staff.
- ❖ Work within an annual budget in cooperation with the Parish Business Manager.
- ❖ Coordinate the organization of music and liturgy volunteers.
- ❖ Develop long range plan/system for the music ministry: repertory, musicians and equipment.
- ❖ Assist in generating and implementing policies regarding ritual expression of sacramental ministries (e.g. weddings, funerals).
- ❖ Renew (coordinate with Business Manager) annual licensing with appropriate music publishers.
- ❖ Maintain copy right records for music publisher(s) and report as determined by individual publisher.
- ❖ Parish/School Music Room is a shared space.

Directing, Instructing and Performing:

- ❖ Plan liturgies in cooperation with the presiders and other participating personnel.
- ❖ Schedule musicians for regular liturgies, Holy Days of Obligation, and any special liturgies as needed-- including; cantors, organists, pianists, instrumentalists, choirs, and ensembles. Also someone to manage sound system tablet during liturgies.
- ❖ Plan and coordinate the music for special sacramental, seasonal and/or devotional celebrations, such as: RCIA rites, weddings, funerals, and other occasions as requested by the Pastor.
- ❖ Assist with Catholic School Week, First Communion and Confirmation Liturgies. Assist with Wednesday School Mass if needed.
- ❖ Choose and schedule music seasonally for Sundays and Feast Days.
- ❖ Recruit and train musicians.
- ❖ Hold regular meetings with musicians to facilitate good communication. i.e. choosing music, introducing new ideas, etc.
- ❖ Direct St. Joseph's Choir and Early Birds with adequate practice time.
- ❖ Keep music organized so that scheduled music is readily available—develop a system to return music used at each Mass.
- ❖ Schedules and music distributed to all musicians monthly.

- ❖ Oversee the proper maintenance and replacement, if necessary, of essential musical instruments and parish sound system/equipment within a budget.
- ❖ Record weekend homilies of each presider.

Resource and Teaching:

- ❖ Be available as needed as a resource to the teachers in both the school and the Faith Formation Programs in the areas of liturgy, music, environment, etc.
- ❖ Train and prepare schedules for liturgical ministries: Mass Coordinators, Extraordinary Ministers of Holy Communion, lectors and musicians.
- ❖ Arrange and/or approve music for weddings and funerals as needed and be a music resource for such occasions.
- ❖ Develop and prepare worship aids for funerals and special liturgies as needed.
- ❖ Other duties as determined by the pastor, parish administrator, and business manager.

Employee

Date

Pastor

Date

*“To support and strengthen each other in living our shared Catholic faith”
 St. Joseph’s Mission Statement*