

# Church of Saint Henry

## Monticello, MN

### Position Description

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**Date:** May 24<sup>th</sup>, 2018

**Position:** Director of Music

**FLSA Classification:** Non-exempt

**Reporting Relationships:**

- Directly Reports to the Pastor.
- Supervises all paid musicians and the Music Ministry Assistant.
- Provides Work Direction to all music ministry volunteers.
- Resource person to and works collaboratively with Parish Business Administrator, Directors of Faith Formation, Director of RCIA and RCIC, Custodians, and Administrative Assistants.

**Hours:** Part-time, approximately 20-24 hours per week

**Benefits:** Not eligible for medical benefit. Eligible for retirement benefit.

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**Position Purpose:**

Directs the work of the parish vocal and instrumental music groups for liturgical music at the Church of Saint Henry in order to promote a spirit of humility in service, desire for growth in one's music ministry, and energetic collaboration among members of the ministry. In this cooperative effort, works to foster full, conscious and active participation of all assembled to worship through use of a variety of traditional to contemporary liturgical music. In doing so, promotes meaningful and positive experiences of public prayer and shared sacramental life in a manner that is faithful to the Church's guidelines on sacred liturgy.

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**General Responsibilities:**

\* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, such that can embarrass the Church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic.

**Representative Responsibilities:**

\* Be present where needed, ready to work, and on time for all scheduled hours. This includes recognizing when situations require more effort, seeking approval to put in more time if needed, and

- adhering to the pastor's discretion, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- \* Work collaboratively with staff to accomplish overall parish goals. Attend bi-monthly staff meetings, usually held 11:00 AM Wednesdays. Work cooperatively to establish usage plan for Church space rehearsal time with other staff who have a variety of usage purposes.
  - \* Organize an overall music plan for Sunday Masses and other liturgical events based on communication with the pastor according to liturgical seasons and overall needs. Work closely with the pastor to accomplish this plan.
  - \* Plan and implement the music ministry for all Sunday and Holy Day Masses. Choose music that each group is required to perform. Offer some flexibility in choices of music in cooperation with one group leader for each group which fit the needs and capabilities of each group. Do so by coordinating instrumental support from instrumentalists, and coordinating cantors and group vocalists according to vocal needs. Organize groups and individuals in this manner to lead the congregation's participation in music for each event. Receive administrative help from the Music Ministry Assistant.
  - \* Plan and implement the music ministry for funeral liturgies and other liturgical events. Do so by selecting music in which families can choose from, coordinating instrumental support from instrumentalists, and coordinating cantors and group vocalists according to vocal needs. Organize groups and individuals in this manner to lead the congregation's participation in music for each event. Do so according to direction provided by the pastor.
  - \* Plan and implement the music ministry for wedding liturgies according to the above considerations for engaged couples. Meet with each engaged couple in order to assist them in planning music for their wedding.
  - \* Develop a repertoire of music especially for funerals and weddings and for different liturgical events as well.
  - \* Oversee the scheduling of rehearsal time for each group. Approve proposed rehearsal times by various choirs and ensembles. Establish minimum and maximum rehearsal times for various choirs, ensembles, and individual music ministers who are using the church and receiving pay for their services. Work with staff cooperatively to ensure good usage of the church space according to overall parish need and good communication in this regard.
  - \* Lead some rehearsals, as work time allows, need arises, and in consultation with the pastor, in order to teach new music or new music concepts, enhance the musical performance of various groups, and generally inspire to a greater sense of service in humility to the congregation.
  - \* Lead musical groups for some Sunday liturgies as work time allows, need arises, and in consultation with the pastor. Lead by example in punctuality, service, and humility. Work to enhance the skills and performance in service to the congregation of each musical group.
  - \* Lead music for a majority of holy days and special liturgies according to the same considerations as above.
  - \* Lead music for most funeral liturgies according to the same considerations as above.
  - \* Make music ministry schedules and decisions in scheduling members according to vocal and instrumental needs as well as the needs of the parish. Communicate by e-mail and postings in these regards to each member with the help of the Music Ministry Assistant.
  - \* Introduce new music including hymns, acclamations, and responses, on a regular basis according to seasons and coordinate rehearsals according to the needs of musicians in order that they may learn them in a timely manner.
  - \* Develop and update the music ministry member database with the help of the Music Ministry Assistant. Assign members to work within groups in a flexible manner and according to parish needs. Respond to changing needs and availability of members. Work to recruit new members.

- \* Hold seasonal meetings twice per year primarily with musical group leaders in order to discuss overall direction and approach, introduce new music selections, and review good liturgical principles as they relate to sacred music.
  - \* Lead in the work of a music committee consisting primarily of music group leaders, including fostering the growth and development of the ministry, planning any necessary fundraising, and planning and conducting an annual music ministry appreciation event.
- With the same committee above, plan and conduct (not necessarily directly and possibly with a guest leader) an annual retreat or workshop if the pastor deems it necessary and able to be accomplished.
- \* Maintain organization of musical resources including music, tapes, supplies, equipment, copies, and filing system with the help of the Music Ministry Assistant.
  - \* Prepare worship aid for special liturgies during the year such as Easter and Triduum liturgies with the help of the Music Ministry Assistant, if deemed necessary in consultation with the pastor.
  - \* Give input regarding a music ministry budget and necessary line-items included. Familiarize self with these line items and any trust funds and amounts associated with music ministry. Adhere to the parish budget, especially according to these line items. Discuss periodically factors in adhering to the budget with the pastor. Seek approval from the pastor for expenditures which call for use of money from the trust fund.
  - \* Prepare bulletin articles and announcements at Mass as needed.
  - \* Take inventory of the music equipment in order to determine needs for future equipment purchasing or maintenance.
  - \* Attend 2-3 liturgy committee meetings per year or as needed according to consultation with the pastor.
  - \* Coordinate the set-up and control of the sound board operation, including training group leaders to make adjustments during the liturgy and including troubleshooting the system directly or enlisting the help of those in the community who have expertise in this area.
- Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of the duties and tasks are outlined in supplemental documents. Those responsibilities listed above and preceded by \* are essential functions of the job.

### **Job Qualifications**

- Successfully complete required employment background check and Virtus training. Successfully complete periodic updates of these.
- Some education in music or a minimum of three years of experience in music ministry in Roman Catholic liturgy.
- Competency with organ, piano, guitar, or other instruments.
- Familiarity with music in Roman Catholic liturgy and with Roman Catholic liturgy itself.
- Familiarity with documents on music in Catholic worship.
- Some knowledge of sound systems.
- Strong computer skills especially Microsoft Word and Microsoft Publisher
- Proficient typing skills.
- Detail-oriented and highly organized.

### **Mental Demands:**

- Utilize good listening and communication skills (phone, written, and public speaking)

- Utilize skills involved with using a computer including word processing, databases and presentations.
- Project a professional image as musician, choir director, and cantor.
- Work well with staff, parishioners, volunteers, and the extended community in a team environment, motivating musicians to serve with humility, to grow in their ministry, and to find an experience of the divine in their ministry.
- Recruit and retain choir members and members with instruments to join music groups.
- Utilize math and statistical skills, especially in order to prepare a music ministry budget.
- Be organized in order to prepare a music ministry schedule.
- Coordinate and implement multiple concurrent tasks.
- Plan, organize and meet deadlines.
- Be self-motivated and work with little supervision.
- Be professional, pleasant, courteous, service-oriented, and in keeping with Catholic, Christian values even when exposed to negative influences.
- Maintain confidentiality.
- Keep supervisor, committees, and others informed in a timely manner
- Work under stress and remain calm and in control
- Be flexible in working a wide variety of hours, including weekends and evenings.

**Physical Demands:**

- Work the hours required to perform job duties which should normally be accomplished in about 20 hours per week.
- Lift and move up to 30 pounds using proper techniques.
- Move quickly and easily to and from various locations in the complex.
- Hear and talk by phone and communicate with adequate proficiency by electronic means.
- Utilize computer keyboard and other office equipment for at least one hour at a time.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Signature of Employee:

Date:

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Supervisor: I have reviewed this job description and agree it is an accurate representation of the responsibilities performed in this job.

Signature of Supervisor:

Date:

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