

Our Lady of Grace Catholic Church, Minot, ND

Job Description: Part-time Music Director

As Music Director, duties will include:

- a. Plan music and coordinate and direct musicians and vocalists for Masses and special liturgies
- b. Miscellaneous
 1. Salary commensurate with music education, training and experience
 2. Negotiable regular weekly schedule
 3. Accountability for this position shall be to the Pastor and Parish Manager

A. General Skills

1. Musical training and experience with directing choirs, working with accompanists and guiding others to enhance their musical abilities
2. Professional demeanor and an understanding of liturgical music and the unique musical needs of a church
3. Self-direction in planning work and rehearsal times
4. Ability to work and communicate well with volunteers and to inspire and recruit others for service in this important ministry
5. Proficiency with office machines/computer software as required for this position

B. Specific Duties:

1. Select music for all weekend or special liturgies and prepare necessary materials for accompanists and vocalists
2. Organize parish music groups/musicians and schedule rehearsals in order to provide direction and training
3. Ensure musicians are in place for each celebration
4. Recruit, train and support music ministers
5. Make certain liturgical music resources are ordered and distributed
6. Meet regularly with the pastor and provide consultation to the Worship Committee
7. Assist in preparing annual budget for parish music ministry
8. Attend staff functions when possible
9. Provide assistance to Pastor, Deacon and other staff members as needed

For more information and to apply, please contact Deacon Steve Streitz, Parish Manager, at admin@olgminot.org or call 701-839-7766.