

Holy Family Catholic Church Music Ministry Handbook



The Holy Family Music Ministry mission is to serve our parish by enhancing the worship experience, touching hearts and assisting people to grow in their relationship with Jesus Christ.

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Introduction

Welcome to Holy Family Music Ministry! We are so happy you are interested in becoming a part of this ministry. We have created a handbook for you to get a better picture of what our ministry looks like. We are proud of our ministry and hope for it to continue to grow for years to come. Our mission is to serve our parish by enhancing the worship experience, touching hearts and assisting people to grow in their relationship with Jesus Christ.

Music Ministry Staff

Music Coordinator: Bethany Fehr bethany@holyfamilygf.org 701-746-1454 (W)

- Acts as contact person between the Pastor/Liturgy committee and musicians
- Attends liturgy committee meetings and workshops related to music and liturgy
- Makes song/hymn selections for each Mass, appropriate to the parts of the Mass, the liturgical season and sends to musicians
- Collaborates with choir director and musicians
- Sets the schedule for cantor/accompanist at Masses and Weddings
- Provides necessary books to musicians
- Maintains a current contact list of musicians

Adult Choir Director: Michael Thomspson michael@holyfamilygf.org

- Coordinates and provides inspiring leadership to the choir
- Sets day/time for rehearsal. Conducts rehearsals and informs choir members of rehearsal changes.
- Selects musical pieces which enhance the worship experience and appropriate for the liturgical season
- Assists choir in preparation and delivery of quality music
- Is welcoming, builds confidence in each choir member and team spirit among members
- Leads the choir and provides worship leadership to the congregation during Mass

Music Ministry Requirements

- Possess a love for music and a reasonable skill for singing or playing an instrument
- Possess an ability to lead the people in congregational singing during Mass
- Possess the ability to handle unexpected changes that may occur during Mass
- Be a practicing Christian who is willing to learn & grow in your faith
- Complete a Musician Registration Form (Appendix A) and submit to the HF Music Coordinator

- New cantors/accompanists will meet with the HF Music Coordinator for a practice session and be given the opportunity to mentor with a seasoned HF musician prior to leading worship on their own
- New cantors/accompanists will be required to attend a parish training session on Enhancing the Mass Experience and Leading Worship

Leading Worship

- Our primary service is to lead the parish to the presence of God
- Keep growing in your own faith
- Come prepared (practice at home, prepare your music and prepare your heart through prayer)
- Demonstrate a welcoming attitude & presence
- Invite people to sing along & worship with you
- Lead with confidence
- Be present in the music, allow your emotions to show
- Smile, make eye-contact with the people, look up from the music, use hand gestures
- Don't be afraid to lead a prayer & allow the Lord to use you to inspire the people

Enhancing the Mass Experience

Music does what words alone cannot do. We hope to meet people where they are in order to lead them more effectively into a fuller appreciation of the Eucharist. Music can touch and change people's hearts.

- How is the Mass deepening my relationship with God?
- How is the music assisting parishioners to worship God during mass?
- How is the music supporting the readings of the service?
- How is the music connected to liturgical actions during the Mass?
- Song selection
 - Parts of the Mass
 - Psalms
 - Liturgical seasons
- Musical style (praise, reflective, etc.)
- Deliberate & creative use of silence
- Repeat new songs several weeks so the congregation can learn them
- Learn how to use the technology so it enhances the experience (sound system, microphones, lighting, etc.)

Wedding Guidelines

Musicians who wish to play instruments or sing for weddings shall inform the HF Music Coordinator of their availability, provide their contact information and a preferred fee for service.

The HF Music Coordinator will meet with couples and provide the following information:

- Discussion of Catholic liturgical wedding practices and appropriate music to be sung during various times in the service
- The Responsorial Psalm is preferably sung at the ambo
- A list of HF musicians (pianists/singers) who are available, their contact information and fee for service will be provided to the couple. Couples will contact musicians and request service
- If a HF parish musician is not hired as a cantor or accompanist, the couple must hire a HF parish member to run the sound system (a parish cantor or pianist can fulfill this expectation)

Funeral Guidelines

Musicians who wish to play instruments or sing for funerals shall inform the HF Office Staff in charge of funerals of their availability, provide their contact information and a preferred fee for service. Submit information to: **Pastoral Assistant: Renee Holthaus**

The HF Office Staff will meet with families to discuss funeral service arrangements:

- Musicians will be contacted by the HF Office Staff. Holy Family parish musicians will be contacted first for availability
- If the family has requested a specific cantor or pianist, that individual may choose a singer or accompanist and contact them
- A list of selected songs will be provided to the musicians by the HF Office Staff
- If a HF parish musician is not hired as a cantor or accompanist, the family must hire a HF parish member to run the sound system (a parish cantor or pianist can fulfill this expectation)

Miscellaneous Information

- Don't move the piano without approval from the HF Music Coordinator/Choir Director
- Please close and cover the piano after the last mass each day
- Accompaniment books and binders with current liturgical music are located on the bookshelf in the music area at the front of the church
- Don't adjust the sound board unless you have had training in how to use it correctly

- If you wish to rehearse prior to a service contact Monsignor Donahue to request the music room be unlocked