

**St. Monica Catholic Church**  
**Position Description**

**I. Identifying Information**

Position Title: Music Director  
Status: Full-time  
Reports to: Pastor  
Supervises: Supervises music ministers, paid and volunteer.

**II. Primary Functions**

The Director of Music is responsible for the effective preparation, coordination, performance, and leadership of music within the liturgical celebrations of an intercultural and multi-lingual parish. This person of faith is both a pastoral minister who possesses a vision of how a local Church can develop its potential as an integrated musical community and a professional who holds specialized credentials in music and has a thorough understanding of Roman Catholic liturgy.

**III. Position Content**

**Area A: Preparation and Performance of Musical Worship**

1. Select and/or approve music and musicians for all weekend masses and for:
  - a. Holydays and special liturgies (e.g., Triduum)
  - b. Other Sacramental Rites (e.g., Penance Services, Confirmation, First Eucharist)
  - c. Funerals (compensation for funerals is in addition to salary)
  - d. Weddings (compensation for weddings is arranged with the couple to be married)
  - e. other services as specified.
2. Personally perform the music at three or more Masses per weekend and for other special services as listed above.

**Area B: Recruitment, Formation, and Supervision**

1. Provide formation in liturgical music for the assembly especially by assuring strong leadership and the careful development and teaching of new repertoire.
2. Recruit music ministers.
3. Schedule and supervise all choirs, music groups, and other music ministers, and provide them with general musical and liturgical formation.
4. Provide specific training and preparation of individual cantors, organists, and other individual musicians.
5. Direct choirs and music groups in multiple languages, according to the needs of the community. Weekly rehearsals for at least three groups anticipated.

**Area C: Administration**

1. Review and purchase new music as needed.
2. Prepare and administer liturgical music budget.

3. Prepare worship aids as needed for special liturgies with the assistance of administrative staff.
4. Oversee maintenance of musical instruments and other equipment. Significant assistance provided by sound system professionals, as needed.
5. Arrange and prepare simple musical scores as needed.
6. Maintain music library, files, and records.

**Area D: Networking**

1. Participate actively in community/parish events.
2. Participate in regular meetings with pastoral staff and liturgy committee.
3. Participate actively in local and national professional associations (e.g., National Association of Pastoral Musicians and Archdiocesan Music Directors' Group).

**Area E: Professional and Ministerial Development**

1. Maintain regular practice schedule on primary instruments (e.g., piano and organ).
2. Participate in continuing education through formal courses and workshops and regular reading of books and periodicals.

**IV. Position Specification/Requirements**

**A. Skills, Knowledge and Abilities**

1. Must be a practicing Catholic with an active faith life.
2. Must have good facilitating and consulting skills
3. Must have ability to develop and administer programs to meet assessed needs
4. Must have significant ability and desire to work in a multi-lingual, multi-cultural environment.
4. Must have ability to work with others in a collaborative style
5. Must possess Pastoral, Musical, Liturgical, and Organizational Skills as outlined in the Qualifications for the Director of Music Ministries Policy Statement (National Association of Pastoral Musicians, Director of Music Ministries Division)

**B. Education, Training, and/or Experience**

1. At least three years experience as a pastoral musician (volunteer or paid).
2. Experience supervising volunteers
3. Graduate degree in music or the equivalent, including thorough knowledge and training in music theory and history.
4. Strong knowledge and training in Roman Catholic Liturgy
5. Proficiency in voice, piano, organ, and choral performance and some knowledge of a variety of other instruments.

**V. Working Environment**

1. Evening and weekend work will be required.
2. Weekly rehearsals will often involve more than one language