



## **Nativity of the Lord Congregation**

*"Sharing the Love of Jesus with Others"*

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## **ST. VERONICA CONGREGATION**

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# ***Director of Music Ministry***

## **Position Description applicable to both St. Veronica and Nativity of the Lord Parishes**

### **Vision of this Ministry**

The Director of Music is a professional who holds specialized credentials in music and who has a thorough understanding of Roman Catholic liturgy. This person of faith is responsible for the effective planning, coordination, and execution of music within the liturgical celebrations of the parish.

### **Education & Religious Affiliation**

- Bachelor's Degree in Music or equivalent experience is required.
- Being a practicing Catholic is required.

### **Competencies and Skills**

- Is knowledgeable of and comfortable with Church music in a variety of styles for the congregation, choirs, vocalists, and instrumentalists.
- Is proficient in liturgical principles.
- Has a thorough understanding of the musical, liturgical, and pastoral judgments which must be made in selecting music for liturgy.
- Is proficient in keyboard, organ, piano, voice and choral direction. Organ is the preferred instrument for liturgical celebrations.
- Has strong organizational skills.
- Hand Bell experience a plus but not required.
- Has working knowledge of MS Office products, audio systems and music technology
- Has a professional working attitude and collaborative approach
- Has strong verbal & written communication skills.

### **Administrative Responsibilities**

- Collaborates with the Pastor, under his supervision, and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
- Directs the parish music program, selects and plans music for use in parish liturgies.
- Documents readings, songs, etc. for each Mass and service for reference.
- Oversees and schedules accompanists and qualified substitutes
- Plans and coordinates rehearsals for combined parish choirs (Adult and Resurrection).
- Assists visiting clergy if needed
- Encourages a culture of community and prayer within music ministry.
- \*Provides special events to encourage community and prayer within the parish: ie. Christmas Concert, Taize Prayer, Divine Mercy Chaplet. \*(optional)
- Provides leadership in areas related to liturgical music, e.g., selects, develops and prepares Orders of Worship for the congregation; selects and maintains musical instruments; coordinates maintenance agreements; assures copyright permission; schedules and prepares cantors for liturgies.

- Prepares and manages the budget for the parish music program in collaboration with the Pastor.
- Ensures organs, pianos and other instruments are maintained, repaired and tuned as needed.
- Orders liturgical resources and seasonal devotions.
- Collaborates with other staff members, e.g., DRE, Youth Minister, etc. to coordinate and ensure appropriate music for all parish sacramental celebrations, and provides them with consultation and needed assistance.
- Maintains the online database of choir music repertoire.
- Creates operating procedures for every aspect of the position.
- Attends Prayer and Worship monthly meetings.
- Attends parish staff meetings
- Attends other meetings at the request of the Pastor
- Attends Archdiocesan and District workshops/programs as applicable and needed
- Other duties as assigned

### **Worship Ministry**

- Provides all music and musicians (as needed) for all weekend and other major celebrations. Weddings and funeral liturgies are under independent contract with the families and paid by the families. Work hours are not reported for the purpose of fulfillment to the parishes for weddings and funerals.
- Provides assistance to wedding couples and funeral families with music selections.
- Builds repertoire and encourages participation of parish community in singing at various liturgies.
- Fosters participation in music from the congregation.
- Provides music for one St. Thomas Aquinas Academy weekly morning Mass.
- Invites, motivates, and trains all parish ministers of music.
- Provides liturgical formation, music education, and practical preparation of liturgical celebration for cantors, choir members and instrumental groups.
- Keeps abreast of current developments in liturgy and in music, and directs music ministers to available training workshops, and formational opportunities.

### **Position Description & Additional Requirements**

- Full-time position up to 30 hours. Weekend and evening hours required.
- Reports directly to Pastor.
- Successfully completes Safe Environment Requirements of the Archdiocese.
- Successfully completes Standard Archdiocesan Criminal Background Check.
- Possesses a Valid Driver's License and Personal Auto Insurance.
- Maintains optional memberships in ALMA (Archdiocesan Liturgical Musician's Association), the Association of Pastoral Musicians or other appropriate professional organizations is encouraged.
- Meets ADA Physical Requirements
  - The employee is regularly required to sit, stand, walk, talk and hear.
  - The employee is frequently required to sit for extended periods, use hands, reach with hands and arms.
  - Close vision is required for paperwork and computer.
  - Able to utilize a computer keyboard, monitor and telephone.
  - This role functions in an office environment and uses standard office equipment.
  - The employee is able to lift 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## Summary of Music Responsibilities

### General Organization

- Recruit, schedule and train all musicians.
- Rehearse with all choirs, cantors and instrumentalists.
- Maintain budget for music, musicians, supplies.
- Hire professional musicians as needed.
- Rehearse music with presider as needed.
- Prepare Orders of Worship.
- Maintain and update hymnals.
- Act as a music resource for parish groups.
- Maintain professional skills in an up-to-date-manner.
- Keep a record of parish repertoire.
- Maintain copyright privileges.
- Write bulletin articles.
- Set parish music policies.
- Maintain instruments.

### At Liturgies

- Organize music.
- Prepare cantor books for liturgies.
- Set up and check cantor microphones.
- Warm up choirs, cantors, instrumentalists.
- Communicate final plans to ministers.
- Accompany, conduct, sing as needed.
- Coordinate clean up of music areas.
- Teach or rehearse congregational music.
- Provide music for St. Thomas Aquinas Academy weekly Mass.

### Music Selection

- Read and reflect on weekend and seasonal scriptures.
- Read music selection resources.
- Choose music for assembly, instrumentalists, cantors and choirs.
- Coordinate music with liturgical plan.
- Order music.
- Communicate music selections to all.
- Coordinate instrumentalists.
- Plan long-range repertoire.
- Plan wedding music with couples as an independent contractor.
- Plan funeral music with families as an independent contractor.
- Provide music for all liturgies (Saturdays, Sundays, feasts, special parish events)
- Provide music for funerals and weddings as an independent contractor.
- Maintain music resources in an organized manner.
- Provide choirs with liturgically appropriate choral anthems for Masses.

### Choirs

- Direct and/or accompany the choir.
- Choose choral music.
- Plan and coordinate rehearsals for all parish music groups including Adult and Resurrection Choirs and other groups as required.