



Church of Saint Peter

United and inspired by the Holy Trinity, we are disciples guiding disciples.

Position Description

- I. Position Title:** Director of Music **Date:** June 11, 2020
- A. Hours:** 15 hours per week, 12 months per year
 - B. Benefits:** None
 - C. FLSA Status:** Non-Exempt
 - D. Reports to:** Business Manager
 - E. Direct Reports:** Organists and other instrumentalists
 - F. Receives Work Direction From:** Pastor
 - G. Provides Work Direction To:** Volunteer Cantors, Organists, Musicians, Choir
 - H. Resource Person For:** Staff, Parishioners & Volunteers

II. Primary Purpose of this Position

The Director of Music coordinates and directs the music for the liturgies and other services of the Church of St. Peter. The Director aids in helping the congregation in the full, active and conscious participation in the liturgy, helping to create a reverent and worshipful experience. The director must be present to direct liturgies during Christmas and Easter celebration. The Director assists the Pastor in the mission of the parish to be a disciple guiding disciples by aiding in the liturgical experience of all.

III. Church Employment Responsibilities

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

IV. Representative Responsibilities

- *BE PRESENT WHERE NEEDED, READY TO WORK AS NEEDED TO MEET RESPONSIBILITIES. Includes recognizing when situations require more effort, requesting approval if more time is needed, putting in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring all is ready and taken care of.
- *HELP CREATE A PRODUCTIVE AND HARMONIOUS WORK ENVIRONMENT. *Promote good morale, adequate communication, and cooperative teamwork.
- *Plan and select music for all liturgies and meet with Pastor for major Seasonal Liturgies.
- *Direct Adult choir including weekly practices and singing at Mass when scheduled.
- *Train song leaders and schedule music and musicians for masses.
- *Maintain the music library and hymnals.
- *Be the accompanist if one is not available.
- *Schedule routine maintenance on organ and piano.
- *Follow the liturgical planning guidelines of the United States Council of Catholic Bishops (USCCB) document titled Sing to the Lord.
- *Oversee and assist musicians for the Faith Formation programs and their liturgies.

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- *Attend worship committee meetings.
 - *Attend professional workshops; maintain professional knowledge and be involved in diocesan workshops.
 - *Uphold and support the total education program in the parish.
 - *Assist couples preparing for marriage with selection of music and music ministers.
 - *Follow Personnel Policies and Procedures Manual.
 - *Keep the pastor informed.
 - *Informs staff of financial issues and other temporal affairs as needed.
- Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the pastor.

The responsibilities above preceded by "*" are essential functions of this position.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. **More detailed listings of duties and tasks are outlined in supplemental documents.**

V. Position Qualifications

- Have obtained at minimum Bachelor of Arts in music, music education, vocals or instrumental
- Demonstrate Knowledge of the United States Council of Catholic Bishops liturgical guidelines
- Have professional experience in music and liturgy
- Demonstrate evidence of good organization and communication skills
- Have proficiency in technology skills
- Possess good people and relation skills
- Successfully complete standard Diocesan background checks and motor vehicle checks.
- Successfully complete VIRTUS training and maintain all Safe Environment Requirements of the Diocese of New Ulm and The Church of St. Peter

VI. Mental Demands

- Be knowledgeable and supportive of the Church of St. Peter Mission and Philosophy
- Be active, knowledgeable and supportive of the Catholic Faith and witness this to the community
- Work effectively and collegially with others, maintaining a positive and helpful attitude even in chaotic times
- Make decisions in timely manner; plan organize and meet deadlines
- Take directions from the Pastor and effectively complete new programs, processes, and procedures as directed
- Problem solve and deal with conflict and adversity
- Deal with interruptions or concurrent activities
- Recognize and maintain confidentiality and have integrity and honesty
- Communicate effectively with parishioners, staff, pastor, and community

VII. Physical Demands

- Work 15 hours a week, more if needed to meet parish needs
- Physically perform the tasks as required for data entry of music
- Speak, see, hear, and respond appropriately to parishioners & staff at all times
- Move around for long periods of time
- Stand or sit for long periods of time
- Lift and carry up to 15 pounds, using proper lifting and carrying techniques

VIII. Signatures

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

Signature of Employee

Date

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

Signature of Employer

Date