

POSITION DESCRIPTION

MUSIC & CHORAL DIRECTOR

POSITION SUMMARY:

In collaboration with the Pastor, the Director of Music Ministry is responsible for guiding, developing, implementing, supporting, and evaluating music programming that leads the faithful to full, conscious, and active participation in liturgical celebrations.

PRINCIPAL DUTIES:

- Collaborates with the Pastoral Team to understand the needs of the parish, as well as the unique character and quality of the larger community in which the parish exists; based on the needs, works with the team to develop the overall ministry to the parish and integration of activities
- Responsible for working collaboratively with other staff in planning the liturgies for the Sundays of Ordinary Time, the great feasts and seasons of the Church, and special liturgical events; has the primary responsibility for the selection and placement of music and the coordination of the music ministry; at times, adapts or writes additional parts for the music
- Regularly serves as choir director and/or lead accompanist
- Prepares worship materials for weekend masses and Holy Days
- In collaboration with the Pastor, develops sacramental guidelines for weddings and funerals that best serve the needs of the parish; works with engaged couples in preparing their wedding liturgies and with the bereaved in preparing their funeral liturgies
- Provides guidance and education on the place of music in liturgical celebrations
- Recruits, selects, manages, schedules, guides, rehearses, and evaluates the various music ministers (cantors, choir members, instrumentalists – paid and volunteer); attends to the continuing spiritual and musical growth of the musical ministers
- Develops and maintains a music library
- Develops and maintains the annual music program budget, responsible for reviewing and approving related bills; selects and maintains instruments and monitors the purchasing, storage, and distribution of them and related resources
- Performs a comprehensive annual evaluation of the program
- Keeps current with official statements and documents on music and liturgy; attends local and national workshops and conferences; regularly reviews periodicals regarding liturgy; participates as a member of a professional organization; periodically performs coursework in the field of music and liturgy

RESPONSIBILITIES AND AUTHORITY:

- Supervision Received
 - Given wide latitude and exercises significant discretion under the general direction of the Pastor and Clergy
- Management
 - Positions supervised:
 - Cantors
 - Choir Members

- Instrumentalists
- Physical Demands/Working Environment
 - While performing the duties of this job, required to have ordinary ambulatory skills; Ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weight of 10 – 50 pounds
 - Requires good hand-eye coordination, arm, hand, and finger dexterity, including ability to grasp, and visual acuity to conduct, use a keyboard, operate equipment, play musical instruments, and read
 - Frequently required to sit, hear, talk and use repetitive motion of the hands/wrists
 - Work performed in and out of the office setting
 - Evening and weekend work is required
 - Periodic travel might be asked

QUALIFICATIONS:

- Knowledge/Skills
 - Must be a fully-initiated and practicing Christian, able to participate in the full sacramental life of the Church, with a commitment to his/her faith life, and the ability to express the love of God and neighbor through music
 - Demonstrated knowledge and understanding of the liturgy of the Catholic Church and the place of the various musical elements used with the liturgy
 - Knowledge and application of these documents: *The Constitution on the Sacred Liturgy (1963)*; the *Instruction on Music in the Liturgy (Musicam sacram, 1967)*; *Music in Catholic Worship (1972, revised 1983)*; the *Directory for Masses with Children (1973)*; *This Holy and Living Sacrifice (1985)*; the *Rite of Christian Initiation of Adults (1988)*; *Built of Living Stones: Art, Architecture, and Worship (2000)*; and *The General Instruction of the Roman Missal (2002)*
 - Understanding of the requirements of the lectionary, the liturgical calendar, the *Roman Missal*, and sacramental rites
 - Ability to balance ritual and celebration with creativity
 - Ability to make cultural and ethnic adaptations appropriate to the parish
 - Ability to engage the parish in the musical celebration of faith at worship and to empower parishioners to sing
 - Proficiency in at least one accompanying instrument used in liturgical celebrations or in voice and choral performance
 - Knowledge of keyboard techniques, service playing requirements, transposition, guitar techniques, group vocal techniques for adults and children, and choral conducting
 - Understanding of acoustics as they pertain to the space in which the parish worships
 - Ability to work effectively with children and adults
 - Ability to articulate ideas clearly, concisely, professionally, and respectfully both orally and in writing
 - Ability to develop, manage, and evaluate programs; ability to align program goals with strategic goals and objectives and to formulate recommendations to improve program delivery and/or management
 - Demonstrated facilitation and presentation skills
 - An active listener with the ability to work collaboratively, foster teamwork, and address conflict as it arises
 - Ability to apply critical thinking to solve problems

- Strong attention to detail with the appreciation for and ability to budget and implement financial controls
 - Ability to create basic documents, spreadsheets, and presentations using Microsoft Office products
- Education: Bachelor's degree in Music or equivalent experience along with the study of liturgical theology and church music required.
- Years and Types of Experience: At least three years' parish music ministry experience required; prior experience recruiting and/or managing staff preferred; membership in a professional organization such as the National Association of Pastoral Musicians or the American Guild of Organists helpful.