

DIRECTOR OF MUSIC MINISTRY

Position Summary: The Director of Music Ministry (DMM) is a key member of the pastoral team. As a skilled and competent musician, the DMM is familiar with and committed to the vision set forth for liturgy and worship by the Vatican and the United States Bishops. In addition, the DMM is familiar with and committed to the music vision of Our Saviour Catholic Church and its pastor. It is further expected that such knowledge and commitments will lead to an appropriate execution of the position responsibilities.

Responsibilities:

1. Sees and lives this as a ministry, and instills this in others.
2. Prepares weekend and seasonal liturgies, holy days, weddings, funerals and other parish celebrations as needed
3. Recruits, coordinates, trains and oversees the rehearsal and scheduling of the music ministers (i.e., musicians, cantors, accompanists, choirs, small groups, etc.)
4. Directs the Adult Choir
5. Oversees and directs as necessary the Adult Choir, Contemporary Choir, and Youth Choir
6. Assists couples preparing for marriage in selecting appropriate music, cantors and other musicians
7. Knowledge of video technology setup, preparation and execution necessary for projection at parish liturgy (Church projection currently in development)
8. Reports the music used in livestreaming each week to OneLicense
9. Responds in a timely manner to inquiries and is accessible for pastoral staff
10. Oversees the operation, maintenance and repair of the parish owned musical instruments and maintains the music library
11. Prepares, submits and administers the annual budget for music ministry
12. Participates in local parish and diocesan music ministry events as time permits
13. Serves as a resource to the school, religious education staff and catechists in selecting music
14. Is a member of the Liturgy Committee

Employment Qualifications:

1. Preferred but not required, a practicing Catholic in good standing.
2. An associate's or bachelor's degree in Music (Sacred or Liturgical preferred) with experience preferred in Roman Catholic liturgy and liturgical music.
3. Proficient with piano, (organ would be helpful), and choral conducting
4. Ability to lead and train choirs, cantors and instrumental groups
5. Ability to apply knowledge of Church documents on liturgy and music
6. Adept at short and long-range planning
7. Possesses good interpersonal skills to work with a variety of staff, volunteers and parishioners

Employment Status:

1. Part time position, possibly becoming full time with additional pastoral duties
2. Works under the direction and supervision of the Pastor
3. DMM is evaluated annually by the Pastor