

DIRECTOR OF MUSIC MINISTRY

Reports to: Pastor

Position Detail: Full-time w/benefits (flexible hours)

St. John's recognizes that candidates may bring different levels of musical experience, ministry experience, and leadership capacity to this position. The scope of the position and expected hours will be determined in conversation with the selected candidate based on experience, qualifications, and the needs of the parish. Compensation is commensurate with experience and qualification with a range of \$40,000 - \$45,000 annually for a full time schedule. Part time arrangements may be considered for exceptional candidates.

POSITION SUMMARY

Bring your passion for Christ, love of music, and gift for inspiring others to St. John's Catholic Church in Adel, Iowa! As our parish grows, we are seeking a Director of Music Ministry who will help build a vibrant ministry that brings people together, develops their God-given gifts, and leads our community more deeply into prayer and worship.

The Director of Music Ministry sees music as a ministry of prayer and service. The position is charged with developing a prayerful, singing assembly through example, celebration, preparation, evaluation, education, and personal ministry. Through musical leadership and pastoral care, the Director helps transform liturgical celebrations into encounters with Christ, drawing parishioners of all ages more deeply into worship and active participation through song.

While musical excellence matters, this ministry is about helping the Church pray. The Director has a deep concern for all the ministers who make the celebration possible and works to instruct, organize, encourage, and enable cantors, accompanists, choir members, instrumentalists, and others who offer their gifts in service to the parish. The Director builds up the gifts of the people already sitting in the pews—and helps people discover gifts they may not yet realize they have.

Why St. John's / Why Adel?

St. John's is a vibrant and growing parish of more than 500 Catholic households, welcoming families and individuals from Adel, Dallas Center, De Soto, Earlham, Minburn, Van Meter, and surrounding communities. Located just west of the Des Moines metro area, Adel offers the best of both worlds—a welcoming, close-knit community with restaurants, entertainment, recreation, and amenities of the greater Des Moines area close at hand.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Develop a vision** for St. John's music program by collaborating with the Pastor, Worship and Spirituality Committee, Parish Council, and Finance Council.
- **Recruit, nurture, and inspire parishioners of all ages**—youth and adults—to share their musical gifts as vocalists, instrumentalists, and technical volunteers.
- **Cultivate a culture** in which music ministers understand their service as a ministry of prayer, hospitality, and participation in the Church's worship.
- **Provide pastoral encouragement**, formation, and constructive feedback to music ministers, recognizing that each person's gifts and experience are unique.
- **Foster a prayerful, singing assembly** by choosing and leading music that supports the liturgical action, reflects the Church's worship, and invites the congregation into meaningful participation.
- **Build a sustainable program** that will thrive through future pastoral leadership transitions.
- **Prepare schedules, lead rehearsals, and mentor musicians** at all skill levels, helping them grow in confidence and ability.
- **Plan and coordinate music for all services** as well as special services such as weddings, funerals, and parish events.
- **Collaborate with parish staff and Worship and Spirituality Committee** to ensure appropriate music for all sacramental celebrations.
- **Support faith formation** by coordinating with the Director of Faith Formation and the Youth Minister to enhance the faith experience of children and youth.
- **Manage use and maintenance of** instruments (organ, piano, etc.) as well as sound and video systems.
- **Develop and oversee the ministry budget** and coordinate with the Business Manager on payroll processes.
- **Ensure compliance** with all licensing and copyright requirements.
- **Participate actively** in staff meetings and help create a positive, collaborative team environment with the pastor, staff, parishioners, and volunteers.
- **Participate regularly in the sacramental and worship life of St. John's** and embrace the opportunity to serve alongside fellow parishioners as a member of the parish community.
- **Pursue ongoing growth** through available continuing education opportunities (workshops, online programs, etc.).

QUALIFICATIONS

- Practicing Catholic with knowledge of liturgy and liturgical music.
- A pastoral approach to ministry, with a genuine desire to serve Christ and His Church through the gifts of music.
- Proactive and effective communicator who takes initiative to share information, establish clear expectations, follow through on commitments, and address questions or concerns in a timely and respectful manner.
- Personal or professional experience in liturgical music leadership.
- Ability to read music and proficiency in at least one performance area (keyboard, choral, voice, instrument, etc.).
- Skilled in working with choirs, vocalists, and instrumentalists.
- Ability to use technology effectively in support of liturgical music ministry, including music and scheduling software, digital resources, and audio/visual equipment; initiative to troubleshoot basic issues, learn new systems, and seek assistance when needed.
- Strong organizational, leadership, and communication skills, marked by patience, enthusiasm, energy, and kindness.
- Working knowledge of Catholic music publications.

DESIRED TRAITS

We are seeking someone who is:

- **Contagious** in faith and joy
- A natural **recruiter of talent and participation**
- **Energetic, inspiring, and collaborative**
- **Flexible** in adapting to parish needs
- **Humble** in service to Christ and His Church

TO APPLY

<https://recruiting.paylocity.com/recruiting/jobs/All/d1b1206d-4fdc-4b2a-9e86-e7cbdb9b8214/Diocese-of-Des-Moines>