

DIRECTOR OF MUSIC MINISTRY

Reports to: Pastor

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

POSITION SUMMARY

Bring your passion for Christ, love of music, and gift for inspiring others to St. John's Catholic Church in Adel, Iowa! Adel is a growing, dynamic community, and our parish is growing with it! As our Director of Music Ministry, you will have the unique and exciting opportunity to **build and grow a vibrant music program** in a thriving parish and community. Your leadership will help transform liturgical celebrations into powerful encounters with Christ, drawing parishioners of all ages deeper into worship through song.

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.
- **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 and develop music ministry resources** (library, instruments, copyrights, etc.).
- **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.

- **Pursue ongoing growth** through available continuing education opportunities (workshops, online programs, etc.).

QUALIFICATIONS

- Practicing Catholic with knowledge of scripture, liturgy, and liturgical music.
- 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.
- 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

Please email your resume, cover letter, and references to: **Rev. Michael Hutchison**,
office@stjohnsadel.org