



Music Director

Position Description:

I. Identifying Information

Status ___ Full-time ___ Part-time
 ___ 10 month ___ 12 month
 X Exempt ___ Non-Exempt ___ Volunteer

Reports To: PASTOR OR LITURGIST

I. PRIMARY OBJECTIVE

To plan and coordinate the music program in order to facilitate the full and active participation of the assembly in the liturgical life of the Church.

II. MAJOR AREAS OF RESPONSIBILITIES

1. With the guidance of the Director of Liturgy, participates in the planning and preparation of liturgical celebrations, (Sunday Eucharists, funerals, weddings, etc.)
2. Selects music for all liturgies and prepares the musical accompaniment and visual aids.
3. Schedules musical groups and cantors for community liturgies.
4. Obtains, prepares and maintains equipment and music for liturgies.
5. Accompanies funeral liturgies.
6. Organizes the parish music groups and musicians and schedules rehearsals in order to provide direction and training.
7. May select and trains choir members and cantors.
8. Works with liturgist in conducting liturgy workshops, i.e. weddings, funerals, etc..
9. Maintains own professional competence through regular music practice.
10. Establishes and maintains contact with resources both within as well as outside the parish musical and liturgical community to facilitate the growth of new ideas.
11. Attends staff and liturgy committee meetings

12. Prepares annual budget for area of responsibility and administers the expenditures of approved items.
13. Performs other duties and assumes other responsibilities as mutually agreed upon with supervisor.

III. EDUCATION, TRAINING AND/OR EXPERIENCE

This position requires experience in recruiting, training and motivating volunteer staff. Liturgical music experience highly desirable in a comparable size parish. Masters degree preferred, bachelor's degree required in music, or equivalent education and experience. Keyboarding proficiency highly desirable.

IV. PHYSICAL DEMANDS/ WORK ENVIRONMENT

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear and occasionally required to climb stairs; balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is not exposed to weather conditions.

V. WORKING SITUATIONS:

Requires some variable hours and on call response after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events or the ability to arrange coverage. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers, after mass functions, etc. Local travel for business purposes and occasional overnight travel for parish training, etc may also be required.

Employee's Acknowledgment and Acceptance:

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In these times of great change, ministry takes many forms and goes many

directions. All positions at the parish must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

Employee's Signature

Date