

## **Music Director Job Description and Duties**

Part time, non-exempt employee

Must use ADP Time and Attendance to log in work hours

No paid benefits - no health insurance, no dental, no vision, no paid vacation

### **Qualifications:**

Practicing Catholic and member of a Catholic faith community

Must be familiar and faithful to the teachings of the Church

Bachelor's degree in Music is preferred but not required

Proficient in both traditional and contemporary styles of liturgical music

Working knowledge of Microsoft Office

### **Job duties and responsibilities:**

Prepare weekly music schedules for most of the Sunday Masses (including Vigil Mass), and also other liturgical celebrations

Coordinate and plan music for most of the Sunday Masses (including Vigil Mass), and also for Holy Week (except for the Easter Vigil), Easter, Christmas, Holy Days of Obligation, First Holy Communion, Penance Service, Ash Wednesday.

Select liturgical music that will engage congregational singing, this includes sung Mass parts.

Get approval from the pastor for any new selections of Mass parts.

Serve as a resource on liturgical music matters and provide catechesis on matters of worship and musical celebration for musicians and volunteers

As needed, instruct the cantors and accompanists about catholic liturgy and music.

Possibly form a contemporary group for either the 8:30 a.m. or 12:30 p.m. Mass in the future

If needed, schedule music rehearsals with the parish office

Work with Bereavement coordinator on approved funeral music, and assign cantor and accompanist for funerals

Work with the Wedding coordinator and couples in selecting appropriate wedding music and scheduling a cantor and accompanist for weddings

Ensure that the cantors and accompanists are properly logging in their work hours, and in a timely manner. Verify and approve their electronic time cards.

Coordinate replacement cantor or accompanist when a cantor or accompanist is not available for their scheduled Mass

Ensure that the parish is in compliance with all music copyrights, licensing, for music projected on screens and livestreamed on YouTube or Facebook.

Coordinate with the Audio-Visual team for music to be projected on screens, and/or livestreamed on Facebook and YouTube.

Give music to the Audio-Visual team several days in advance.

Develop and maintain a balanced music ministry budget

Submit check requests for invoices or transaction slips for credit card purchases

Order music office supplies

Oversee maintenance of organ, piano, sound equipment and instruments

Attend staff meetings when possible

Attend liturgy meetings when possible

Ability and desire to work collaboratively with clergy, parish staff, and members of music ministry

Respond in a timely manner to matters related to the music ministry

Opportunity to direct the children's choir

Coordinate with Faith Formation for Children Director regarding music for Vacation Bible School

Coordinate Christmas Concert with parish music ministry members and groups

Keep up to date with new liturgical musical selections and stay abreast of Diocesan changes and Parish office procedures

When needed, recruit cantors/musicians

The pastor of St. John Neumann parish reserves the right to adjust job duties as he feels is necessary.

