

JOB DESCRIPTION

Diocese of Orange, La Purisima Parish

Date Prepared: Oct 28, 2022

Date Issued:

Date Revised:

Approved By: Fr. Nguyen

Approved By:

POSITION TITLE: Music Director

JOB CLASSIFICATION: Exempt and Bi-Lingual (English and Spanish)

WORK SCHEDULE: This is a full time position. Must be available to work weekdays, weekends, and Holy Days of Obligation

DEPARTMENT: Liturgy Committee

REPORTS TO: Father Martin Nguyen

SUPERVISORY RESPONSIBILITY:

Music Ministries – Volunteer leaders and members of all choirs and orchestras of La Purisima Parish.

INTERNAL/EXTERNAL CONTACTS:

Parish staff and clergy, parishioners, and volunteers

SUMMARY OVERVIEW:

The music director is responsible for managing and conducting all choirs and orchestra for liturgical celebrations and musical events at La Purisima Parish; this includes assistance with recruitment, training, financing, and scheduling of musicians, staff and participants

The goals for the Music Director will be:

- To develop a musical ensemble that assists in liturgical functions through the vocal ensembles of the choir, the performance of the orchestra and the leading of the assembly
- To observe fidelity to the musical guidance from the Second Vatican Council document *Sacrosanctum Concilium*, no. 116; 120; 121 and to guide the congregation to active participation as outlined in no. 14 of *Sacrosanctum Concilium* as “actuosa” participation (not to be confused with ‘activa’ participation)
- To form and lead the church orchestra by encouraging participation from the congregation and local friends who desire to participate in sacred music

The goals for the Program of the Music Ministries will be:

- To provide choral and orchestral participation on Saturday and all Sunday liturgies, and any other devotional functions such as Eucharistic Adoration.
- To attract attendance at these liturgies by offering noble sacred music.
- To establish a yearly plan to expand participation in all Music Ministries including Adult Choir, Children's Choir, Ladies' Choir, Children's Orchestra, and instrumentalists to foster active participation at the liturgy through congregational singing, reflective and prayerful execution of instrumental and choral/solo musical selections.
- To evaluate current musical resources and traditions, and potentially adjust them according to the ministerial vision of the director priest, liturgical committee.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

- Planning music and scheduling choirs and orchestra at all weekend liturgies and Holy Days of Obligation, as well as special devotional gatherings – (52 weekends, 3 to 4 Masses per weekend), Ash Wednesday, Holy Thursday, Good Friday, Easter Vigil; holy days of obligation, Christmas Masses, Thanksgiving, and particular solemnities throughout the liturgical year
- Directing practices with individual choirs and the orchestra
- Meet regularly with pastor for input and guidance for oversight of liturgies and choir ministries
- Coordinating cantors and accompaniment for Weddings, Funerals, Quinceneras, Baptisms, as the case may be.
- Recruit, arrange and coordinate special volunteer musicians and cantors from all choirs to conduct rehearsals and arrange music for preparation of major celebrations
- Ensuring all copyright licensing and usage for major music publishers (GIA, OCP, WLP, CCLI, etc.)
- Effectively participate in all Liturgy Committee meetings
- Studying sacred music and the theology behind sacred worship, particularly Gregorian chant, Latin Mass settings and the Church's documents

NON-ESSENTIAL FUNCTIONS:

Occasional bulletin messages and marketing updates for the community regarding sacred music and the future scheduled events.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Minimum of a Bachelor's Degree in Music or professional and educational knowledge in Music and Liturgy or related field required; Master's Degree preferred.
- Strong written and verbal communications skills in English and Spanish
- Proficient on any instrument, in conducting, and in singing

- Excellent computer skills (Microsoft Office, Publisher, Music writing/editing software such as Finale or Sibelius, Social Media)
- Exemplary communication skills (working well with adults and children)
Versatile musical knowledge and styles
- Working knowledge of basic sound system functions
- Basic theological understanding of the Roman Catholic Church combined with a desire to learn more—in particular with the traditions of the Sacred Arts.
Basic or Advance Certification.
- Exceptional intercultural and interpersonal communication skills; an effective team member; can adapt to different work and communication styles; can deal effectively with demanding individuals, situations and conflict, and keeping in mind the idea of providing service instead of expecting to be served.
- High level of professionalism.

DESIRED:

- 5 years' work experience preferred in related position
- Pastoral Ministry experience in work environment
- Bilingual (English/Spanish)

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical church and office environment.
Equipment Used:	Telephone, personal computer, copier(s), scanners, paper shredder, sound system equipment and instruments.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.