

JOB DESCRIPTION

POSITION TITLE: Parish Music Director

JOB CLASSIFICATION: Exempt – Full Time

DEPARTMENT: Liturgy/Music

REPORTS TO: Pastor

SUPERVISORY RESPONSIBILITY: Supervise Musicians & Parish Choir

INTERNAL/EXTERNAL CONTACTS: Pastor, Parish Staff and volunteers, committee members, Diocesan offices, extended catholic community and external organizations.

REQUIRED:

Holy Trinity is seeking a Director of Music. The Music Director is someone who has strong leadership, keyboard or guitar skills, and will lead praise and worship to support and augment sacramental worship. The job is full-time, with pay and benefits to match.

- Recruit, train to grow all music and technical teams
- Coordinate music for weddings and funerals. (Compensation extra over base salary)
- Coordinate and direct music at all scheduled weekend Masses
 - Saturday 4 PM (currently piano/cantor)
 - Sunday 8:30 AM (worship band)
 - 10:30 AM (worship band)
 - 1:00 PM (Spanish worship band)
 - 5:30 PM (currently piano/cantor)
- Expand instrumentalists and vocalists
- Build youth music program to include elementary and high school students
- Plan and produce special musical events including a Christmas concert
- Select, purchase and maintain music, sound and video resources and equipment
- As a Holy Trinity Staff member:
 - Attend staff meetings
 - Present annual budget proposals and updated budget information to business manager and/or pastor on a regular basis
- The Parish will support you to participate in continued education which may include:
 - Attend conferences and/or workshops annually to remain up-to-date on the latest repertoire and trends in worship music and music ministry

POSITION QUALIFICATIONS:

- Minimum of a Bachelor’s degree in music or 5 years related experience
- Strong familiarity and comfort with Roman Catholic liturgy
- Ability to perform and lead both contemporary and traditional style of music using a varied selection of music that would be considered Catholic based songs as well as contemporary Christian sources
- Solo performance experience

ABOUT US:

Holy Trinity Catholic Church in Ladera Ranch, California is an 18-year-old parish serving the southeast corner of Orange County. Our pastor is Fr. Michael St. Paul and our Parochial Vicar is Fr. Charles Tran

Typical Working Conditions:	Typical church and office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, sound system equipment and instruments.
Essential Physical Tasks:	Communicate, move, remain stationary, reach and occasionally carry material as needed weighing up to 30 lbs.

Pay Range: \$73,000 to \$75,000

Qualified applicants should submit resume and cover letter to business manager, Daniel Catania, dcatania@holytrinityladera.org.