

St. Francis of Assisi Parish

Job Description

Director of Music

Reports to: Pastor

Status: Full-time, Non-exempt

The Director of Music fosters the faith life of the parish through music and is responsible for the effective planning, coordination, animation, and execution of music for liturgical celebrations. The Director of Music is a person of prayer, sensitive to the cultural experiences of parishioners and enhances their spirituality and worship life through song and praise. The Director of Music also serves as a parish advisor by educating staff members, music ministers, and the congregation about the role of music in worship. With the cooperation and assistance of all parish ministers, the Director of Music will support the Gospel message through song and challenge the assembly to live it more fully.

Essential Responsibilities:

Directs Parish Music Program

- The Director of Music will be responsible for all music associated with four weekend liturgies (Saturday 5:15pm, Sunday 7:30am, 9:30am, Noon), funerals, weddings, sacramental celebrations, and other parish events as needed.
- Participates in at least three liturgies per weekend and substitutes when necessary. Accompanies choirs and cantors at the piano for rehearsals and liturgies. Demonstrates proficient keyboard skills and vocal technique. Ability to cantor, if applicable.
- All choirs rehearse at least weekly, in addition to one-hour before Mass. The Director leads the rehearsals of the groups he/she directs and provides guidance regarding musical technique and religious context.
- Practices weekly with Sunday 7:30am and Noon cantors to rehearse music and interpret any special scripting for liturgies.
- Meets regularly with choir directors to select music. Ensures that all musicians have music necessary for rehearsal.
- Recruit and increase number of musicians for all Masses.
- Encourages Participation of Parish Community
 - Creates weekly worship aids inserted in the parish bulletin for the congregation.
 - Creates worship aids for funerals, sacramental celebrations, feast days, and special occasions as needed.
 - Develop a plan for the implementation of new repertoire connected with our worship aide (e.g. demonstration of new music via prelude or sing before mass, write additional information about the music, etc.)

Collaboration:

- The Director of Music will be responsible for participating in planning the liturgies with the Director of Liturgy and Parish Liturgy Team; will be primarily responsible for the music selection of all parish sacramental and special celebrations.
- Attends staff meeting and monthly liturgy team meetings
- With the Director of Liturgy, prepares seasonal worship aids and booklets.
- Coordinates with parish school music teacher to involve students in weekend liturgies.
- Work with and assist other parish staff members in achieving their goals that contribute to the overall mission of the parish.

Administrative Duties

- Schedules musicians for all weekends and major liturgical celebrations.
- Update music license reporting and copyright permission. Reports the use of songs by parish and school to their respective publishers via OneLicense.net.
- Researches new Mass settings and music throughout the year.
- Selects and maintains musical instruments. Responsible for facilitating music and upkeeping the music library.
- Serves as staff liaison for Wednesday Taizé Prayer Service and provides support as needed (e.g. hiring substitute musicians)
- Operate and manage music ministry budget; which include expenses for new music, music personnel, conferences, licenses, subscriptions, and other miscellaneous resources.

Sacred Evangelization and Social Ministry:

- Plan and present annual Christmas choir concert.
- Coordinate volunteers to sing Christmas carols at local medical centers.
- Participate in diocesan and ecumenical events in the Sacramento region.

Music Education

- Keeps abreast of current developments in liturgy and music.
- Informs music ministers to available training workshops and formational opportunities in and outside the Diocese of Sacramento.
- The Director of Music will attend one or more formational events such as the conference of the National Association of Pastoral Musicians (NPM); the Los Angeles Religious Education Congress; theology, music, or ministry classes; etc.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree, preferably in music, theology, religious studies, or similar religious background and experience.

Skills / Knowledge: Demonstrate proficient keyboard and choral conducting skills, vocal technique, and be familiar with music notation software. Liturgy and liturgical music knowledge, ability to incorporate various styles of worship; knowledge of scripture and understanding of the Catholic Church in general. Organizational, leadership, and computer skills.