

## JOB DESCRIPTION

### **St. Vincent de Paul Parish Church, Baltimore**

Position Title: Director of Music Ministry  
Reports To: Pastoral Associate  
FLSA Status: Exempt  
Hours: Position is part-time; 12 usual weekly hours.

### **Position Summary**

Build, support, and sustain a strong and vibrant ministry of music, grounded in the spirit of Vatican II, the quality of which encourages and enables conscious and active participation by all members of the parish community. Coordinate all aspects of sacred music for weekend Masses, Holy Days, Sacramental celebrations, funerals, devotions and holidays.

### **Liturgical Planning and Responsibilities**

- Plan music selections and serve as lead accompanist for liturgical celebrations including weekend Masses, Holy Day Masses, Triduum, Stations of the Cross, and additional devotions and special liturgical events as scheduled. Distribute selections in a timely fashion to choir, musicians, Pastor, and staff.
- Conduct weekly rehearsals of choir (and some musicians), in preparation for Sunday Mass.
- Collaborate with the parish Liturgy Committee (including Pastor) to develop and enrich liturgical themes and directions. Bear primary responsibility for music selections. Attend committee meetings. Honor parish tradition in blending contemporary and traditional music styles. Introduce new music, including gospel and other cross-cultural music.
- Support a prayerful, singing congregation, fostering continued growth in song and celebration. Serve as a resource to choir, musicians, cantors, assembly, and pastoral staff regarding the role and spirit of music ministry in the life of a parish community.
- Optimize the skills of an all-volunteer choir through efforts such as transposition, writing or modifying harmonies, or other unique needs.
- Provide support and recommendations for family liturgies. Engage in and support wedding and funeral planning. Play for these liturgies or ensure coverage by another musician.
  - *N.B. Compensation for playing at funerals and weddings is in addition to the compensation for the duties listed above.*

### **Music Application**

- Accompany cantor, choir, soloists and musicians participating in liturgical celebrations including weekly Mass, Triduum and Christmas liturgies and other special services/events. Direct assembled choir, cantor, and musicians in 30-minute warm-up before all liturgies.
- Recruit, train, schedule, and provide direction and support for music ministers, both staff and volunteer. Communicate resources available to music ministers to enhance their skills and

development, such as workshops, NPM gatherings, etc. Encourage participation in these and other special opportunities. Foster community among parish music ministers.

- Plan parish-based special musical events (e.g. Lessons & Carols). Provide oversight and serve as primary point of contact for non-parish related celebrations hosted in the church (e.g. NPM St. Cecilia celebration, Baltimore Men's Chorus). Coordinate with the parish office for the calendaring aspects of this responsibility. Ensure a respectful and reverent use of the worship space for all musical events. Coordinate any necessary set-up and take-down of musical equipment for special services and liturgies.
- Foster personal and parish relationships with the local performance/arts community.
- Recruit, evaluate, approve agreements with, and schedule extra musicians as needed for occasional special liturgies and celebrations. Consult with Supervisor regarding fees for any extra musicians; ensure parish office is appropriately invoiced.
- Continue to seek personal, professional and ministerial development and formation.

### **Administrative Duties**

- Prepare and administer annual budget for liturgical music.
- Develop and maintain a music library of various styles for assembly, choirs, cantors, and instrumentalists. Review newly-available music and integrate into the liturgies where appropriate. Order new music as necessary.
- Schedule tuning, preventive maintenance, and repairs as necessary for musical instruments.
- Attend staff meetings as time permits.
- Good understanding of audio technologies with a focus on ensuring the sound of the music and the spoken word in the worship space is of high quality.
- Basic understanding of live-streaming technologies; assist in ensuring the music on the stream is of good quality.
- Understand and ensure compliance with all copyright requirements for music selections, including for live-streaming; submit all necessary reporting to support such compliance.

### **Qualifications**

- Must have musical skills to support responsibilities as identified.
- A warm and engaging disposition is needed. Must be capable of dealing with pressure and remaining calm.
- Must have the ability to work well with a variety of personalities.
- Bachelor's Degree in Music or related field strongly preferred; skillful in piano accompaniment and choral conducting; organ experience a plus. Minimum three years related prior experience.
- Strong working knowledge of the treasury of sacred music.
- Good working knowledge of Catholic liturgical rites and Sacramental celebrations.
- Strong organizational, interpersonal, communication and collaborative skills.
- Basic computer skills necessary.