**Director of Music Ministries**

The Director of Music Ministries position is a part time (25 hours), salaried position twelve months of the year. The Director reports directly to the Pastor and collaborates closely with the Parish Pastoral Staff. This is an exempt position (no overtime pay).

The goals for the Director of Music Ministries will be to:

* develop a prayerful, singing assembly
* support the gospel message through song, challenging the assembly to live it more fully
* grow Music Ministry

The goal of the music ministry of the Catholic Community of St. Francis Xavier is to: build and sustain a strong and vibrant ministry of music, the quality of which encourages and enables conscience and active participation by all members of the parish community in all liturgical celebrants which is grounded in the spirit of Vatican II.

**RESPONSIBILITIES**

The Director of Music Ministries will be to coordinate with the Pastor in the planning of all liturgies and is responsible for all music in the parish. He/she will serve as a resource on musical and liturgical matters for all staff, and volunteer ministers in the parish.

**MUSIC SELECTION**

* Plan music for weekend liturgies and special liturgical celebrations.
* Purchase, prepare and copy music for choir, cantors, musicians and accompanists.
* Create worship aide for special liturgies
* Work with Staff members to facilitate music for First Eucharist, Confirmation and other parish events.
* Ensuring all copyright licensing and usage. Maintain CCLI and ONE LICENSE subscriptions and reporting.
* Maintain and expand current Choral Music Library
* Confer with the pastor as needed.

**CANTORS**

* Schedule and train cantors.
* Arrange for new cantors as needed

**CHOIRS**

The choir sings at one Mass each weekend, rotating the Masses at which they sing, and at special liturgies such as the Triduum, Christmas Eve Mass, Confirmation, etc.

* Encourage and vet new choir members
* Lead weekly 90 minute choir rehearsals and 30 minute warm-up prior to Mass
* Continue to develop Contemporary Music Group. Lead a monthly rehearsal Direct choir and larger ensembles for feast days and special events

**MUSICIANS**

* Coordinate accompanists for weekend liturgies and other parish Masses as needed.
* Hire additional musicians for special liturgical celebrations
* Direct a practice for Choir and guests musicians before seasonal liturgies
* Substitute for Accompanist when needed

**FUNERALS AND WEDDINGS**

* Help families with music selection in planning for funeral and wedding liturgies.
* Coordinate Cantors, arrange for accompanists

**OTHER DUTIES**

* Collaborates with the Pastoral Associate on preparation and implementation of the Music budget
* Schedule regular maintenance of pianos (3), organ and any other church owned instruments
* Confer with audio support (Greg Pierce) effective utilization and management of the sound system in the church. Advise Pastor as to need for upgrades and improvements to audio, instruments, etc.\
* Maintain active involvement in Archdiocesan and national networks/professional peer groups.
* Attend parish staff meeting (3rd Wednesday of each month);
* Attend Liturgy Committee meeting (2nd Monday of each month (Sept-June)
* Other duties as deemed appropriate and necessary by the pastor

**QUALIFICATIONS**

* Roman Catholic with experience with Catholic liturgy preferred.
* Bachelor’s Degree in Music or a related field required; Master’s degree preferred.
* Proficient on piano & organ, conducting, and vocal
* Works well with adults, children and high school students
* Eclectic/versatile musical knowledge and styles including standard modern Catholic music, traditional hymns, and Praise & Worship style of music
* Working knowledge of basic sound system functions
* Excellent computer skills (Microsoft Office, Publisher, Music writing/editing software, Social Media)
* 3-5 years’ work experience preferred

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**BENEFITS**

1. Direct deposit
2. Two (2) weeks paid time off for vacation.

 Updated: July 2021