

POSITION DESCRIPTION

POSITION TITLE: Director of Music Ministry

REPORTS TO: Pastor

FLSA STATUS: Exempt - 17-19 hours/week

EFFECTIVE DATE: 07/01/2024

BROAD STATEMENT OF RESPONSIBILITIES:

The Director of Music Ministry (DMM) is a key member of the pastoral team. As a skilled and competent musician, the DMM is familiar with and committed to the vision set forth for liturgy and worship by the Magisterium of the Catholic Church. In addition, the DMM is familiar with and committed to the music vision of St. Bartholomew and its pastor. It is further expected that such knowledge and commitments will lead to an appropriate execution of the position responsibilities.

SPECIFIC DUTIES:

Indicate

1. Sees and lives this as a ministry, and instills this in others.
2. Prepares weekend (2 English Masses and 1 Spanish Mass) and seasonal liturgies, holy days, weddings, funerals and other parish celebrations as needed.
3. Recruits, coordinates, trains and oversees the rehearsal and scheduling of the music ministers (i.e., musicians, cantors, accompanists, choirs, small groups, etc.)
4. Assists couples preparing for marriage and families preparing for funerals in selecting appropriate music, cantors and other musicians
5. Responds in a timely manner to inquiries and is accessible for pastoral staff
6. Oversees the operation, maintenance and repair of the parish owned musical instruments and maintains the music library
7. Prepares, submits and administers the annual budget for music ministry
8. Participates in local parish and diocesan music ministry events as time permits
9. Serves as a resource to religious education staff and catechists in selecting music
10. Other duties as assigned.

QUALIFICATIONS:

- A practicing Catholic in good standing.
- An associate's or bachelor's degree in Music (Sacred or Liturgical preferred) with experience preferred in Roman Catholic liturgy and liturgical music.
- Proficient with piano, organ, and choral conducting

- Ability to lead and train choirs, cantors and instrumental groups
- Ability to apply knowledge of Church documents on liturgy and music
- Preferred but not required to be bilingual in Spanish.
- Possesses good interpersonal skills to work with a variety of staff, volunteers and parishioners

Employee Signature

Date