

## Holy Spirit Parish of Saginaw Job Description

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**TITLE:** Minister of Music

**Date:** July 2025

**SUPERVISOR:** Pastor

**STATUS:** Full-Time, Salary, Exempt (*based on 40 hours per week*)

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### **GENERAL DESCRIPTION**

Responsible for the planning, preparation, implementation, and administration of a comprehensive music ministry for Holy Spirit Parish - a community of approximately 1,000 families.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Develop a music ministry plan for all parish liturgies in collaboration with the pastor, worship commission, and parish staff.
- Coordinate the staffing of all parish liturgies with competent musicians and vocalists.
- Recruit, train, and sustain quality cantors, psalmists and instrumentalists for the parish liturgies.
- Is the keyboardist for all liturgical celebrations and church services: regularly scheduled weekend liturgies, weddings, funeral vigil services and Masses, penance services, and holy day liturgies
- Develop booklets for weekend liturgies (monthly or seasonal), funeral vigil services and Masses, weddings, penance services, and other liturgical celebrations which require a worship aide
- Meet with engaged couples to plan the music for their wedding
- Involve children of the parish in the music ministry whenever possible: children's choir, cantors, and instrumentalists
- Attain, use, maintain and report copyright permission for music.
- Research, preview, and learn new music; file and catalogue music; investigate new forms of worship aides
- Oversee the maintenance and servicing of the musical instruments used for worship
- Serve on the Worship Commission as a resource person.
- Other related duties as assigned by supervisor.

### **ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- The Music Minister reports to and is evaluated by the Pastor.
- Maintains a collaborative relationship with parish staff, accompanists, and music volunteers.
- Attends staff meetings and Worship Commission meetings.
- Maintains an open relationship with the Diocesan office of Liturgy and keep current with music trends and directives. Participates in Diocesan liturgical formation and enrichment opportunities.

### **QUALIFICATIONS & SKILLS**

**Education:** Bachelor's degree in church music, music education, music performance, or equivalent experience.

**Experience:** Minimum of 5 years' experience in a parish.

**Job Related Skills:** Must be proficient in keyboard/organ. Proficient in using general office equipment and computers including the use of email and Microsoft Office programs. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **WORKING CONDITIONS**

- **Hours of Work:** This position will require working various hours including weekends, days and evenings, and holidays.
- **Nature of Work:** Work is performed primarily in the church and office setting.
  - While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear and use repetitive motion of the hands/wrists and feet.
  - Employee may be required to lift up to 50 pounds.
  - The employee should also be able to ascend and descend more than 20 stairs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

### **ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

### **JOB DESCRIPTION REVIEW AND ACCEPTANCE**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

### **SIGNATURES**

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_