

Assumption of the Blessed Virgin Mary Parish

3516 E. Monroe Road
Parish Phone (989) 631-4447

Fax (989) 835-9722

Midland MI 48642-8824
Email joe@assumptionmidland.org

Job Description for DIRECTOR of MUSIC MINISTRIES and PARISH LITURGY

Summary: With the goal of leading and facilitating joyful, beautiful and engaging public prayer for the parish, the **DIRECTOR of MUSIC MINISTRIES and PARISH LITURGY** works with the parish's pastoral staff and other members of the parish team as appropriate (e.g. catechist for Sacramental celebrations) in planning the parish's liturgical prayer.

The **DIRECTOR of MUSIC MINISTRIES and PARISH LITURGY** then has primary responsibility for coordinating, scheduling and preparing the various liturgical ministers to implement the worship plans.

The primary focus is on ministers and ministries of music, so musical training and skills are required. Providing accompaniment, scheduling other instrumentalists, cantors and song leaders, and leading practice sessions are required here.

While there is some flexibility with regard to other aspects of directing parish worship, it is expected that this would be a 30-35 hour/week position with presence at weekend liturgies expected. The Director would also serve as part of the parish Pastoral team.

Depending on the applicant's needs and responsibilities, salary and benefit package is negotiable. The position will be open mid-February, 2022.

I. General Description

The director of music ministries and parish liturgy is responsible for facilitating the worship life of the parish.

II. Major Duties and Responsibilities with ministers of music

- A. Directs the parish worship program, including participating in the planning of the weekly Sunday liturgies, the liturgical seasons, sacramental celebrations, weddings, funerals, and other parish liturgies.
- B. Provides for the formation (spiritual and liturgical) and direction of cantors, song leaders, instrumentalists, and choir members, including adults, youth, and children.
- C. Serves as the usual musician/accompanist for Sunday liturgies, weddings, funerals, and other parish liturgies.
- D. Chooses music and creates worship aids for parish liturgies and prayer events.
- E. Coordinates and provides for other musicians and/or cantors and song leaders to take part in liturgies when appropriate and/or needed.
- F. Maintains the parish music library; insures that the keyboards and other instruments are maintained, repaired and tuned as needed.
- G. Oversees ordering of licenses and music subscriptions (e.g. One License, Breaking Bread missals)
- H. Accountable for music and livestream copyright compliance and reporting through use of One License.
- I. Monitors condition of sound and related systems and arranges repair when needed.
- J. Prepares and oversees the liturgy portion of the annual parish budget.

III. (possible) Duties and responsibilities with other liturgical ministers

- A. Oversees the regular scheduling of lectors, EMHC, and ministers of hospitality.
- B. Oversees the training and formation of these other ministers.
- C. Works with Art and Environment team to design and implement liturgical space enhancements with emphasis on major liturgical seasons.
- D. Oversees ordering and inventory of supplies for liturgy (e.g. candles, wine, music resources, and similar).

IV. Collaborative Relationships

- A. The director of music ministries and parish liturgy works collaboratively with other parish staff and parishioners in carrying out their assigned duties and responsibilities.
- B. The director of music ministries and parish liturgy will relate to other parish lay leaders involved in liturgy planning.
- C. The director of music ministries and parish liturgy is directly accountable to and evaluated by the Pastor, their one and only supervisor.

IV. Working Conditions

- A. Work is basically with others involved with music ministry and with other parish leaders, both lay and staff, typically occurring at church facilities and/or office setting.
- B. Scheduling is flexible but definitely will involve evening and weekend work hours including times for rehearsal and other liturgical preparations.
- C. Communication and interaction with other members of the parish team is expected via attendance at team meetings and other parish gatherings.
- D. Repetitive motions while seated and performing work as musician and/or standing and directing choir, cantors, and song leaders.

V. Qualifications

- A. Degree, certification, or equivalent experience in Roman Catholic liturgy and liturgical music; as well as ongoing formation (e.g. NPM membership, offerings)
- B. Ability to work with others, guiding, and developing talents and skills for ministry, as well as taking supervision and direction.
- C. Performance skills for organ, piano, and voice; including reading music.
- D. Conducting and arranging skills.
- E. Talking and hearing for communicating with other parish music ministry volunteers, parish staff and parish members.
- F. Skills for listening to and assessing musical equipment condition as well as microphones and sound system; listening skills for assessing suitability of choir members, cantors, and song leaders.
- G. Basic computer skills; basic skills with other office equipment such as copy machine, folding machine, fax machine, and telephone system; basic understanding of microphones and sound system.

VI. Worker Traits

- A. Aptitudes: Musical ability to read music and discern proper voices of choir, cantor, and song leaders and to assess condition and tuning of organ and piano; verbal and written ability to prepare reports and to interact with staff, parishioners, vendors, outside contractors, etc. Able to evaluate malfunctioning conditions of organ and piano against verifiable or judgmental criteria in instruction manuals; ability to make decisions affecting repair and maintenance of musical equipment;
- B. Temperaments: possess alertness in making decisions including in an emergency having to do with scheduling issues, equipment malfunctions, and related flexibility in dealing pastorally with people in such times and circumstances.

VII. Machines, Tools, Equipment and Work Aids

Organ, piano, computer, copy and folding machines, fax and telephone system, microphones and sound system.

NOTE: This description is intended to indicate the kinds of tasks and levels of difficulty that will be required by this position. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Supervisor: Pastor

Status: Full-time, Exempt