

Nativity of the Lord Parish- Alma, MI
Job Description: Director of Music Ministry

Name:

Date:

Job Title: Director of Music Ministry

Supervisor: Pastor/Director of Parish Life (DPL)

Status: Part-time II, Non-Exempt, 10-15 hours/week

I. General Description:

Responsible for the planning, preparation, implementation, and administration of a comprehensive music ministry for the Nativity of the Lord parish community; that supports the gospel message and encourages “full, active, and conscious participation” for parish liturgies.

II. Duties:

- Develop a music ministry plan for all parish liturgies in collaboration with the pastor-DPL, 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.
- Provide support to all parish staff members, accompanists, and volunteers involved in the area of music ministry.
- Develop effective musical leadership within the parish.
- Attain, use, maintain and report copyright permission for music.
- Provide sheet music to the congregation with books, worship aids, and digital products as required.
- Formulate and adhere to an annual music ministry budget.
- Serve on the Worship Commission as a resource person.
- Other related duties as assigned by supervisor.

III. Accountability and Collaborative Relationships:

- The Director of Music Ministry reports to and is evaluated by the Pastor/Director of Parish Life.
- The Director of Music Ministry should maintain a collaborative relationship with parish staff, accompanists, and music volunteers.
- Maintain an open relationship with the Diocesan office of Liturgy and keep current with music trends and directives. Participating in Diocesan liturgical formation and enrichment opportunities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor’s degree in church music, music education, music performance, or equivalent experience.
- Must be proficient in keyboard/organ.
- Must be an individual who possesses a basic understanding of the teaching and traditions of the Catholic Church and who has a sound working knowledge of the Catholic faith and contemporary Catholic worship in compliance with Diocesan guidelines.
- Is an active member of the Roman Catholic Church.
- Experience teaching vocalists/instrumentalists preferred.
- Successful completion of Criminal Background check.

- Virtus certification completed within one month of hire.
- Proficient in using general office equipment and computers including the use of email and Microsoft Office programs.
- Work 10-15 hours per week, which includes Weekend Liturgies, Holy Days, Worship Commission meetings, and preparation time for liturgies and practices with cantors, choir and other instrumentalists.

V. Work Environment:

- This position will require working various hours including weekends, days and evenings, and holidays.
- 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.

Compensation: Commensurate with qualifications and experience.

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.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____