

St. Francis of Assisi Parish

Job Description

Music Director

Reports to: Pastoral Associate

Status: Exempt, Full Time (up to 35 hours/ week, depending on qualifications)

The Music Director fosters the faith life of the parish through music and is responsible for the effective animation, planning, coordination, and execution of music within the liturgical celebrations of the parish. The Music Director is a person of prayer, sensitive to the cultural experiences of parishioners and understanding of their spirituality and worship life. The Music director serves as a parish resource consultant, helping to educate staff, ministers of music and the congregation about the role of music in worship.

Responsibilities:

Budget:

- Develops and monitors Music Ministry budget. Budgets for new music.

Collaboration:

- The Music Director collaborates with other members of the parish staff to integrate music into the overall mission and goals of the parish.
 - Attends weekly staff meeting
- Collaborates as a member of the Liturgy Team and with other staff members to coordinate and ensure appropriate music for all parish sacramental celebrations, and provides them with consultation and needed assistance. Plans music for weekend, feast day and holy day liturgies. Consults with liturgy coordinator and other liturgical staff as needed. Chooses music that fits with the readings for the weekend/season. Orders music
 - Attends monthly liturgy team meeting
 - Attends annual liturgy planning meeting
 - Coordinates with Liturgy Coordinator
- With the Liturgy Coordinator, prepares seasonal worship aids/ booklets.

Directs Parish Music Program

- Encourages Participation of Parish Community
 - Introduces new music via prelude
 - Looks for music with melodies that people might recognize (e.g., "Shenandoah," "Loch Lomond") or that can accommodate the average voice range
 - Provides user-friendly worship aids.
- Develops weekly worship aids for the congregation.
- Attends, supports, participates in weekly choir rehearsals. Participates in two liturgies per weekend. Accompanies choirs, cantors at practices and liturgies. Cantors.

- Meets weekly with cantors for 7:30 and Noon masses to go over music, interpretation, any special scripting for liturgies.
- Schedules musicians for all Sunday and other major celebrations, including funerals.
- Schedules cantor rotations for 7:30am and Noon Masses.
- Meets regularly with choir directors to select, go over music, interpretation, any special scripting for liturgies. Makes sure that singers, accompanists, musicians have the music they need for practice each week. Makes copies of music as needed.
- With the help of directors, provides practice tapes to each minister.
- As requested, goes over music with individual choir members.
- Provides liturgical formation, music education and practical preparation for liturgical celebration for cantors and choirs. Works with planning team to plan and coordinate music ministry annual retreat and workshop.
- Assures copyright permission. Reports to publishers the use of songs by parish and school (licensing requirement).
- Selects and maintains musical instruments.
- Responsible for music library: requests that music be returned by music ministers, sorts and files music with volunteer help. Pulls music from library for all music ministers.
- Coordinates choir concerts, as a need is identified.
- **Taizé Prayer Service:** Serves as staff liaison (e.g., informs coordinators when there are scheduling conflicts), and provides support, as needed (e.g., finding accompanist to substitute for regular accompanist).
- **Sacred Movement Ministry:** Provides music for sacred movement ministry (tapes as available) and provides accompaniment at rehearsals, as needed.

Builds Repertoire

- As time, researches new Mass settings. Typically one new mass setting per year.
- Listens to new music provided by companies, and orders new music within budget

Recruits Musicians

- Works with choir directors to recruit additional ministers. Coordinates inquiries from musicians and singers interested in joining the Music Ministry.

Continues Education

- Keeps abreast of current developments in liturgy and in music.
- Directs music ministers to available training workshops and formational opportunities.
- Attends annual national or regional NPM conference, as money is available.

Fosters Community

- Works to foster community within the music ministry and parish.
- Is visibly present at principal parish events, keeping attuned to the living faith and real concerns of the parish.