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Music Director Job Description

Position: Parish Music Director, St. Anthony of Padua Church

Reports to: Pastor

Position Summary: The Parish Music Director position is a full-time, year-round, salaried position. The Parish Music Director plans music and facilitates the worship life of the parish community by coordinating and providing a quality liturgical experience, which celebrates and strengthens the community's journey in faith while working with the Pastor and Liturgy Committee. The Parish Music Director directs choirs and music groups to provide musical leadership for weekend Masses and for other special liturgies that will lead the parishioners of St. Anthony *"to that full, conscious, and active participation in liturgical celebrations called for by the very nature of the liturgy"* (Sacrosanctum Concilium #14).

Goals:

Liturgy Goals:

- Attend staff and liturgical prep meetings
- With the Liturgy Committee and pastoral staff, plan and implement liturgical worship according to the norms of the rites and the Church.
- Design/create worship aids for worship outside the church building

Music Liturgy Goals:

- Develop a prayerful, singing assembly through celebration, preparation, and evaluation and through education and personal ministry.
- With the cooperation and assistance of all the parish ministers, support the gospel message through song and challenge the assembly to live it more fully.
- Build and sustain congregational song at the 4:30 p.m. Saturday and 7:30, 9:15 and 11:00 a.m. Sunday liturgies, by fostering active participation at the liturgy through congregational singing, reflective and prayerful execution of instrumental and choral/solo musical selections.
- Help increase regular attendance at these liturgies through the quality of music.
- Develop and direct and oversee the direction of all music ministries including Adult Choir, Resurrection Choir, and other choirs.

Responsibilities:

- Responsible for all music associated with worship, social ministry, and evangelization in the parish.
- Perform two liturgies as accompanist (piano) and choir director per weekend or major feast. Staff other liturgies with competent musicians, utilizing other musicians.
- Coordinate musicians (guitar, bass, wind instruments, etc.) and ensure quality of musical performance during masses at which these people minister.

- Coordinate the music at weekend liturgies, as well as special celebrations. Regular liturgical celebrations include:
 - Eucharistic celebrations on 52 weekends (4 per weekend), Ash Wednesday, Holy Thursday, Good Friday, Easter Vigil; the holy days of obligation, the parish secular feasts, Christmas, Thanksgiving, and All Souls Day.
 - Communal sacramental celebrations of Confirmation (1); Reconciliation (2 per year); First Communion (1), First Reconciliation (1).
 - Funerals
- Direct weekly rehearsals for the following Choirs (September through May/June):
 - Adult Choir 7-8:30pm, currently on Wednesdays with 54 members
- Offer rehearsals as needed with parish Cantors.
- Prepare weekend resources for the Accompanists and Cantors.
- Prepare the schedule for Cantors and Accompanists for the weekend masses. Track schedule for Accompanist payment.
- Work with School Music Teacher to incorporate participation at weekday and weekend Masses
- Recruit, arrange, and coordinate musicians for Christmas and Holy Week/Easter celebrations, as well as conduct rehearsals and arrange music as necessary for these musicians.
- Maintain and expand current Choral Music Library.
- Work with the parish Accountant to prepare and implement the music budget.
- Ensure the maintenance of all copyright and licensing with various publishers.
- Evaluate current musical resources and traditions and potentially adjust them according to the musical vision of the parish, Pastor and Deacon.
- Schedule the maintenance and tuning of the parish's pianos and pipe organ within approved budget.
- Other duties as deemed appropriate and necessary by the Pastor.

Qualifications:

- Bachelor of Arts degree in Choral Directing, Liturgical Music, Theology, or Pastoral Studies from an accredited college or university and/or equivalent experience in performing and directing music at the Catholic liturgy in a parish setting.
- Necessary Knowledge, Skills and Abilities:
 - Knowledgeable of the Catholic liturgy.
 - Proficient on piano, in conducting, and in singing.
 - Skilled keyboard player with ability to play the pipe organ.
 - Skilled choral director, including the ability to direct from the bench.
 - Able to get along well with people.
 - Attentive to details and accuracy.
 - Demonstrate initiative and be self-motivating.
 - Flexible in meeting the needs of the job and able to follow direction.
 - Excellent computer skills (Microsoft Office, Publisher, Music writing/editing software such as Finale or Sibelius, Social Media)
 - Exemplary communication skills (*working well with adults and children alike, as well as high school students*)
 - Ability to improvise on keyboard instruments as well as reading music

- Eclectic/versatile musical knowledge and styles including standard modern Catholic music, traditional hymns, and Praise & Worship style of music
- Working knowledge of basic sound system functions
- Administration and Management
- Must be capable of lifting 15+ pounds and navigating stairs into the choir loft.
- 3-5 years' work experience preferred

Guidelines:

- Limit self to 40 hours per week except for busy liturgical seasons
 - Assign two days off per week
 - Wednesday hours start after noon with choir practices into the evening
- Meet with Pastor prior to busy liturgical seasons to communicate limitations, needs, and responsibilities.
- Annual personal/professional development
- Requires some variable hours and on call response after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events, or the ability to arrange coverage. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers, after mass functions, etc. Local travel for business purposes and occasional overnight travel for parish training, etc. may also be required.