

# Diocese of Sacramento

## JOB DESCRIPTION

**PARISH:** Saint Joseph Parish

**POSITION STATUS:** St Joseph (PT) Notre Dame School Notre Dame (PT)

**POSITION:** Music Director **SCHEDULE:** Saturday through Wednesday

**CATEGORY:** Exempt

**SUPERVISOR:** Pastor

**JOB SUMMARY:** The position of Director of Music is charged with developing a prayerful, singing assembly through example, celebration, preparation, evaluation, education and personal ministry. In cooperation with all the parish ministers, the Director promotes our participation in the passion, suffering, death, resurrection, and ascension of Christ in liturgy through song and challenges the assembly to live it more deeply.

**ESSENTIAL FUNCTIONS:** To foster the faith life of the parish through music.

Collaborate with the Pastor, under his supervision, and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.

Directs the parish music program, selects and plans music in cooperation with the Liturgy Committee for use in parish liturgies (Weekends, Holy Days and Special Occasions).

Collaborates with the Liturgy Committee and with other staff members and ministries, e.g. DRE, Youth Minister, RCIA, Parish Faith Formation etc., to coordinate and ensure appropriate music for all parish sacramental celebrations, and provide them with consultation and needed assistance.

Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment. This requires a basic understanding of the church's conciliar documents pertaining to music along with documents addressing music released by the USCCB and professional literature published by Catholic professionals in the field. Collaborates with and advises the pastor.

With the Music Director employed by Notre Dame School, the needs of the parish supersede the needs of the school. In those cases, the Music Teacher's duties should not conflict with their work in the parish.

### **Liturgical Celebrations:**

- Five weekend masses for 52 weeks a year (Director of Music directs music at all four English liturgies a weekend)
- San Lorenzo Ruiz
- All Souls Day - full liturgical schedule
- Thanksgiving Day - full liturgical schedule
- Ash Wednesday - full liturgical schedule
- Holy Thursday Evening Mass of the Lord's Supper

- Good Friday Celebration of the Lord's Passion Liturgy
- Great Easter Vigil
- Easter Day - full liturgical schedule
- Christmas Eve and Day - full liturgical schedule including Christmas carols
- Directs music for the complete Simbang Gabi Novena (December 15-23)
- Full schedule of observed Holy Days (Mary Mother of God, Annunciation of the Lord, Assumption of Mary, All Saints, and Immaculate Conception)
- Communal penance liturgies twice annually (During Advent & Lent) and parish retreats
- First Eucharist (1-2 annually)
- Confirmation (1 annually)
- In order to maintain the quality of music at the parish and to bridge the consistency of liturgical music with parish life, the Music Director generally will have first priority for all Funerals, Weddings, Quinceañeras held at the parish.

**Musical Direction:**

- All parish choirs rehearse weekly (2 hours per ensemble), in addition to one hour warm up prior to Mass. The Director leads the rehearsals of the groups he directs and provides guidance regarding other rehearsals.
- Trains all music ministers, including priests and deacons in their music role.
- Teaches and encourages the assembly to sing.
- Recruits, supervises, supports, and evaluates cantors & choirs (whether paid or volunteer).
- Manages powerpoint presentation for the weekend liturgy.
- Selects music in a collaborative manner in accord with liturgical norms to provoke the participation of the assembly.

**Notre Dame School:**

- See attached job description.

**Administrative Responsibilities:**

- Submits budget and facility reservation requests annually prior to the new fiscal year as directed by the Parish Administrator. Operates within the approved budget.
- Responsible for the stewardship and maintenance of parish instruments (Piano & Organ)
- Maintains presence in the parish office to collaborate with other staff and promote the overall good of the parish.
- Attends staff meetings and monthly liturgy committee meetings.
- Attends liturgy subcommittee meetings to prepare seasonal celebrations.
- Works closely with the pastor or his delegate for overall liturgical coordination.
- Other duties as directed by the pastor.

**Continuing Education Opportunities:**

- The Director of Music Ministries may be requested to attend one or more formational events such as the Los Angeles Religious Education Congress; the conference of the National Association of Pastoral Musicians; graduate theology, music, or ministry classes; etc. Generally these events are attended with registration, travel, and lodging paid.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor Degree. As well as a formal graduate or undergraduate study in liturgy.

**Experience:** Professional training and experience in choral direction.

**Skills / Knowledge:** Liturgy and liturgical music knowledge; knowledge of scripture; practicing Catholic with knowledge and understanding of the Catholic Church in general. Organizational and leadership skills that utilize patience, enthusiasm, energy, and kindness. Ability to sing as well as an average choir member. Ability to compose an accompanist score based on existing music. Proficiency in organ, keyboard, and/or other instruments.

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SIGNATURE DATE SUPERVISOR SIGNATURE DATE EMPLOYEE

# Diocese of Sacramento

## JOB DESCRIPTION

<b>SCHOOL:</b> Notre Dame School/St. Joseph Parish	<b>POSITION STATUS:</b> PT
<b>POSITION:</b> Music Teacher	<b>SCHEDULE:</b> Tues. and Wed.; as needed
<b>CATEGORY:</b> Exempt	

**SUPERVISOR:** Principal/Pastor

**JOB SUMMARY:** The position of Music Teacher is charged with developing prayerful, singing students through example, celebration, preparation, evaluation, education and personal ministry. In cooperation with the rest of the staff at the school, the Music Teacher promotes our participation in the death, resurrection, and ascension of Christ in liturgy through song and challenges the assembly to live it more deeply. The Music Teacher is also chiefly responsible for the musical development of students, especially through their classes.

**ESSENTIAL FUNCTIONS:** Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment. Collaborates with and advises principal.

If the Music Teacher is also employed by the parish, the needs of the parish supersede the needs of the school. In those cases, the Music Teacher's duties should not conflict with their work in the parish.

### **Liturgical Celebrations and School Events:**

- Preparing the liturgies for weekly school Masses, Holy Days of Obligation, and the opening of Catholic Schools Week
- Christmas Concert
- Spring Concert
- Graduation
- Special occasions as needed
- Scheduling and preparing student lectors and altar servers for serving at Masses

### **Musical Direction:**

- Preparing school choir weekly, in addition to warm up prior to Mass. The Music Teacher leads the rehearsals of the groups he/she directs and provides guidance regarding other rehearsals.
- Teaches and encourages the student body to sing.
- Develops PowerPoints for use in liturgies when needed.
- Selects music in a collaborative manner in accord with liturgical norms to provoke the participation of the assembly.
- Music camp in the summer (one week, M-F)

### **Teaching:**

- Teaches one full music class for each grade of school weekly. Assists in musical productions.

### **Evangelization and Social Ministry:**

- Concerts (especially a community celebration during Christmas season).
- Other events, perhaps dramatic presentations, etc.

**Administrative Responsibilities:**

- Maintains presence in the parish office and school to collaborate with other staff and promote the overall good of the parish.
- Attends staff meetings and monthly liturgy committee meetings.
- Attends liturgy subcommittee meetings to prepare seasonal celebrations.
- Works closely with the principal, teachers, and priests for overall liturgical coordination.
- Other duties, as directed by the principal.

**Continuing Education Opportunities:**

- The Director of Music Ministries may be requested to attend one or more formational events such as the Los Angeles Religious Education Congress; the conference of the National Association of Pastoral Musicians; graduate theology, music, or ministry classes; etc. Generally these events are attended with registration, travel, and lodging paid.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelors of Arts

**Experience:** Professional training and experience in choral direction.

**Skills / Knowledge:** Liturgy and liturgical music knowledge; knowledge of scripture; practicing Catholic with knowledge and understanding of the Catholic Church in general. Organizational and leadership skills that utilize patience, enthusiasm, energy, and kindness. Ability to sing as well as an average choir member. Ability to compose an accompanist score based on existing music. Proficiency in organ, keyboard, and/or other instruments.

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