

Diocese of Sacramento JOB DESCRIPTION

PARISH: St. Joseph Parish

POSITION STATUS: St. Joseph Parish

POSITION: Music Director **Salary: \$70,000**

CATEGORY: Exempt

SUPERVISOR: Pastor/His Delegate

JOB SUMMARY: The position of Music Director 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:

- Fosters the faith life of the parish through music.
- Collaborates 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 (Weekend, 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, Spanish Ministry, 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 this 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 Church, and serving as Music Teacher at 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 and School Events:

- Five weekend masses for 52 weeks a year; Music Director directs music at all four English liturgies a weekend and other special liturgies including:
 - Ash Wednesday - full liturgical schedule
 - Holy Thursday Evening Mass of the Lord's Supper
 - Good Friday Celebration of the Lord's Passion
 - Great Easter Vigil
 - Easter Day - full liturgical schedule

- San Lorenzo Ruiz
- All Souls Day - full liturgical schedule
- Thanksgiving Day - full liturgical schedule
- Christmas Eve and Day - full liturgical schedule including Christmas carols
- Directs music for the Simbang Gabi Novena (December 15 – 23)
- Observes full schedule of Holy Days (Mary Mother of God, Annunciation of the Lord, Assumption of Mary, All Saints, Our Lady of Guadalupe and Immaculate Conception)
- Communal penance liturgies twice annually (during Advent & Lent) and parish retreats.
- First Eucharist (1 annually)
- Confirmation (1 annually)
- Graduation Mass
- Special occasions as needed
- 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 and Quiceaneras held at the parish.

Musical Direction (St. Joseph):

- Rehearses weekly with all parish choirs (2 hours per choir), in addition to one hour warm up prior to the start of Mass. The Director leads the rehearsals of the groups he/she directs and provides guidance regarding other rehearsals.
- Establishes a weekly schedule for each choir rehearsal to include multiple times for children and each Mass choir.
- Trains all music ministers, English and Spanish, including priests and deacon in their music role.
- Teaches and encourages the assembly to sing.
- Recruits, supervises, supports, and evaluates cantors & choirs (whether paid or volunteers).
- Recruit students from the Faith Formation Program and Notre Dame School to participate in the 12 Noon Youth Choir and summer camp.
- Oversees PowerPoint presentation for the weekend liturgy.
- Selects music in a collaborative manner in accord with liturgical norms to provoke the participation of the assembly.
- Provides direction and training to the Hispanic Community Music Ministry
- Other celebrations as directed by the Pastor.

Musical Directions (Notre Dame School):

- Prepares and teaches one full music class for each grade of school weekly.
- Prepares the music for monthly school Masses, Holy Days of Obligation, and the opening of Catholic Schools Week.
- Leads the rehearsals of the groups he/she directs and provides guidance regarding other rehearsals.
- Teaches and encourages the student body to sing.
- Prepares the students for the Christmas Carols and Spring Concert (liturgical themed)
- Attends bi-monthly staff meetings
- Attends monthly mandated trainings as required by the diocese
- Communicates regularly with principal regarding absences
- Communicates with teachers when change in music class schedule due to church-related functions/events
- Enters and maintains music grades in the school information system (SIS)
- Attends school "Back-to-School" night

Administrative Responsibilities:

- Submits budget and facility reservation requests annually prior to the new fiscal year as directed by the Pastor. Operates within the approved budget.
- Responsible for the stewardship and maintenance of parish instruments (Piano & Organ)
- 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 Pastor or his delegate for overall liturgical coordination.

Evangelization and Social Ministry:

- Concerts & Carols (especially a community celebration during Christmas season).

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.

Other:

- Other duties as directed by the Pastor

MINIMUM QUALIFICATIONS:

Education: Bachelor Degree, Masters Degree in music preferred

Experience: Professional training and experience in choral direction.

Skills / Knowledge: Liturgy and liturgical music 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

EMPLOYEE SIGNATURE / DATE

SUPERVISOR SIGNATURE / DATE