

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St Joseph Parish~Auburn

POSITION STATUS: P/T

POSITION: Music Director

SCHEDULE: 4 Hours Weekly

CATEGORY: Non - Exempt

SUPERVISOR: Fr. Carlo Tejano

JOB SUMMARY: The position of Director of Music Ministries 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 death, resurrection, and ascension of Christ in liturgy through song and challenges the assembly to live it more deeply.

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

Liturgical Celebrations:

- 2 weekend masses for 52 weeks a year
- Holy Thursday Evening Mass of the Lord's Supper
- Good Friday Celebration of the Lord's Passion
- Christmas Eve and Day masses, plus one mass for each holy day (Mary Mother of God, Assumption of Mary, All Saints, and Immaculate Conception)
- Communal penance liturgies twice annually
- First Eucharist (1 annually)
- Confirmation (1 annually)
- Special occasions as needed

Musical Coordination:

- Teaches and encourages the assembly to sing.
- Performs all training (both musical and liturgical formation).
- Develops worship aids when needed.
- Selects music in a collaborative manner in accord with liturgical norms to provoke the participation of the assembly.

Evangelization and Social Ministry:

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

Special Projects:

- Ecumenical events (roughly 2-3 annually, with us hosting perhaps 1)
- Diocesan events (at Director of Music Ministries' discretion)
- Other special events

MINIMUM QUALIFICATIONS:

Education: B.A. in music with emphasis in choral direction.

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.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE