

# Diocese of Sacramento

## JOB DESCRIPTION

**PARISH:** St. John Vianney Parish  
**POSITION STATUS:** P/T  
**CATEGORY:** Hourly

**POSITION:** Music Director  
**SCHEDULE:** 6hrs. Weekly

**SUPERVISOR:** Pastor

**JOB SUMMARY:** The Director of Music Ministries leads the parish community in prayerful and vibrant singing by setting an example, preparing thoughtfully, and working collaboratively with other parish ministers. This role supports active participation in the liturgy and invites the community to enter more deeply into the mystery of Christ through music. The Director also serves as the Pastoral Pianist during Mass.

**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:**

- Plays the piano for the 10:00am Sunday Mass.
- Provides music for special occasions as needed, including:
  - Confirmation, First Communion, Funeral, Wedding Masses, Holy Days of Obligation, lent, Seasonal celebrations (e.g., Advent, Lent)
- May collaborate with or join other choirs for special liturgies and parish events.

### **Musical Coordination:**

- All choirs rehearse at least weekly, in addition to warming up prior to Mass. The Director leads the rehearsals of the groups he/she directs and provides guidance regarding other rehearsals.
- Teaches and encourages the assembly to sing.
- Develops worship aids when needed.
- Selects music in a collaborative manner in accord with liturgical norms to provoke the participation of the assembly.

### **Administrative Responsibilities:**

- Attends liturgy committee meetings.
- Works closely with the priest for overall liturgical coordination to implement the Pastor's vision for the Parish.

**MINIMUM QUALIFICATIONS:**

**Education:** B.A. (M.A. preferred) in music with emphasis in choral direction. 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's teachings. Organizational and leadership skills that utilize patience, enthusiasm, energy, and kindness. Ability to sing as well as an average choir member. Proficiency in piano, and/or other instruments used in liturgical settings.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE