

ROLE DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title:	DIRECTOR OF MUSIC
Status:	Full Time, Exempt
Reports to:	Pastor

II. PRIMARY FUNCTIONS

The Director of Music (DM) is a professional minister who oversees the liturgical music program of the parish. The DM integrates the liturgical music program with the mission of the parish. S/he energizes the congregation's worship life through dynamic music. S/he works cooperatively and collaboratively with the parish pastoral staff and lay leadership.

III. MAJOR RESPONSIBILITIES

- A. Working within the Worship Committee, establishes goals and programs to enhance the congregation's worship and the liturgical music program.
 - Coordinates the parish liturgical music program, including the preparation of Sunday liturgies and the liturgical seasons.
 - Collaborates in other prayer events, such as Stations of the Cross, communal celebrations of the sacraments, liturgy of hours.
 - Develops various choirs and ensembles as well as the cantors.
 - Serves as the principal instrumentalist at parish liturgies and prayer events.
 - Participates in developing the budget for the liturgical life of the parish.
 - Researches (from appropriate Christian and Catholic sources, including those on-line), makes purchases for and maintains the parish liturgical music collection
 - Monitors the various publishers' licenses needed for the liturgical program.
 - Arranges for the maintenance and repair of the parish's liturgical musical instruments.
 - Coordinates the preparation of worship aids.
- B. Engages people of diverse ages and spiritualities in the liturgy.
 - Incorporates a broad range of musical styles into worship services.
 - Motivates participation in the music ministry of the parish.
 - Provides for the liturgical-musical formation of the congregation.
- C. Oversees both paid and volunteer musicians.
 - Recruits, trains and supports volunteer singers and instrumentalists.
 - Secures trained musicians and instrumentalists
 - Provides music leadership for the school and children's liturgies.

D. Ministers as an integral part of the parish pastoral staff

- Meets with the pastoral staff as a coworker in ministry.
- Works with the clergy and pastoral associate in preparing and celebrating weddings and funerals.
- Attends the meetings of the Worship Committee and the Liturgy Planners and serves as a resource to these groups.
- Accepts special projects as planned in the annual calendaring process.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES

- Strong organizational skills.
- Strong public relations and inter-personal skills, dynamic and outgoing personality.
- Strong verbal and written communications skills
- Ability to motivate and lead volunteers

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- Bachelor's Degree in Music, with formation in the Catholic liturgy – or equivalent.
- Previous experience in a church liturgical music setting
- Demonstrated proficiency in keyboard performance, choral instrumental direction and accompanying congregational singing.
- Demonstrated vocal proficiency in liturgical music
- Familiarity with the Catholic Church's liturgical documents – or willingness to acquire this knowledge.
- Extensive knowledge of standard Catholic liturgical repertoire (e.g., *Ritual Song*) and contemporary (post 1998) Catholic liturgical music (e.g., *Spirit and Song*).

V. WORKING ENVIRONMENT/AVAILABILITY¹

- Both an Office setting and the Church environment.
- Flexible schedule, evening and weekend hours required.
- Function according to the policies of the St. Leonard Congregation Employee Handbook and the "Code of Ethical Standards" of the Archdiocese of Milwaukee.

¹ **IMPORTANT DISCLAIMER NOTICE**

The job duties, elements, responsibilities skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. St. Leonard Congregation reserves the right to revise this job description at any time to require employees to perform other tasks as circumstances or conditions of its business and/or the work environment change.