**Diocese of Sacramento**

**JOB DESCRIPTION**

**PARISH:**  St. James, Davis

**POSITION:** Music Director

**CLASSIFICATION**: Non-Exempt

**SCHEDULE**; 30 hours/week

**SUPERVISOR**: Pastor

**JOB SUMMARY**: The Music Director is to foster the faith life of the parish through music. The Music Director is a professional who holds specialized credentials in music and who has a thorough understanding of the Roman Catholic Liturgy. This person of faith is responsible for effective planning, coordination, and execution of music within the liturgical celebrations of the parish. He or she is gifted with a vision of how a local church can develop its potential. Effective functioning of this ministry requires, in particular, that the Music Director is a person of prayer, is sensitive to the cultural experience of parishioners, and understands their spirituality and worship life.

**ESSENTIAL FUNCTIONS**:

The Music Director will develop and lead the worship music ministry for the church, in consultation with the senior pastor and other team members, in a way that is consistent with the mission, values and theology of the church community. This includes, but is not limited to the following:

* Collaborates with the Pastor, under his supervision, and with other members of the parish staff, integrating his or her own areas 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 (Sundays and Holy Days).
* Ensures that all masses, whether Sundays or Holy Days, have appropriate music accompaniment.
* Oversees caretaking of choir microphones/stands, music stands, and tuning of instruments as needed.
* Appropriates new music books and scores as needed.
* Collaborates with the Liturgy Committee and with other staff members, e.g., DRE, Youth Minister, RCIA, etc., to coordinate and ensure appropriate music for all parish sacramental celebrations, and provides them with consultation and needed assistance.
* Recruits new choir members and facilitates and/or leads regular practices as needed.
* Recruits and trains cantors.
* Keeps abreast of current developments in liturgy and in music, and directs music ministers to available training workshops and formational opportunities.
* Works to foster unity among all parish musicians, and to create a spirit of harmony with the presider and other liturgical ministers.
* Works within the program budget.
* Promotes good public relations both within and beyond the parish.

**WORKING ENVIRONMENT**

This position entails frequent evening and weekend work

**SKILLS/KNOWLEDGE**

Liturgy and liturgical knowledge; knowledge of scripture; practicing Catholic with knowledge and understanding of the Catholic Church in general. Organizational and leadership skills that utilize patience, enthusiasm and 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, piano, and/or other instruments.