

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St. Mel Parish

4748 Pennsylvania Ave.
Fair Oaks, CA. 95628

POSITION STATUS: Part-Time

POSITION: Music Director

Salary: \$30-\$50 hr

CATEGORY: Non-Exempt

SUPERVISOR: Pastor/Director of Operations

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., Deacons, DRE, Youth Minister, OCIA, Parish Faith Formation, 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.

Liturgical Celebrations and School Events:

- Three weekend masses for 52 weeks a year plus one weekday school mass when school is in session; Music Director directs music at all three 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
- All Souls Day - full liturgical schedule
- Thanksgiving Day - full liturgical schedule
- Christmas Eve and Day - full liturgical schedule, including Christmas carols
- 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
- 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 priority for all Funerals and Weddings held at the parish.

Musical Direction:

- Rehearses weekly with parish choirs (1 hour), in addition to 30 min. warm up prior to the start of Mass.
- Establishes a weekly schedule for choir rehearsal to include separate times for children and Mass choir.
- Trains all music ministers, 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 St. Mel School to participate in the weekly school Mass and potentially summer camp.
- Oversees streaming of the one Sunday Mass.
- Selects music in a collaborative manner in accord with liturgical norms to provoke the participation of the assembly.
- Other celebrations as directed by the Pastor

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:

- Any community celebration (eg Christmas) or Ministry Fair.

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 or 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