

**DIRECTOR OF LITURGICAL MUSIC MINISTRIES  
ST. CHRISTOPHER PARISH**

**I. IDENTIFYING INFORMATION**

Position Title: Director of Liturgical Music Ministries  
Status: Part-time, year-round (Approximate hours 10-15 per week)  
Reports to: Pastor  
Responsible for: Choir, cantors, and accompanists, working in collaboration with all other parish liturgical music ministries, and maintaining continuity across all parish liturgical music ministries.

**II. PRIMARY OBJECTIVES**

The Director of Liturgical Music Ministries is responsible for preparation, coordination, performance, and leadership of music within the liturgical celebrations of the parish. The Director of Liturgical Music Ministries is a dynamic leader with a passion for and knowledge of sacred music and Catholic liturgy. The Director of Liturgical Music Ministries is also a team-player who seeks feedback from other pastoral musicians and works to develop and maintain excellence among pastoral musicians by selecting challenging music and encouraging growth in musical skill. The Director of Liturgical Music Ministries is skilled in performing, directing, and teaching music and in fostering a positive atmosphere for all pastoral musicians to learn, worship, and make music together.

**III. POSITION CONTENT**

**Area A: Preparation and Performance of Musical Worship**

1. Select and/or approve music and musicians for all Saturday evening and Sunday Masses and for other services as specified, including:
  - a. Holyday and special liturgies (e.g., Christmas, Holy Week, Thanksgiving);
  - b. Other Sacramental Rites (e.g., Penance Services, First Eucharist, Baptism, Confirmation).
2. Personally conduct or accompany the music at one or two Masses per weekend and for other special services as listed above and specified.

**Area B: Recruitment, Formation, and Supervision**

1. Provide formation in liturgical music for the assembly, especially by assuring strong leadership and the careful development and teaching of new repertoire.
2. Recruit and select choir members, cantors, accompanists, and instrumentalists.
3. Schedule and supervise choir, cantors, and accompanists and provide them with support and with general musical and liturgical formation.
4. Provide opportunities for spiritual and social enrichment for all music ministers.
5. Provide specific training and preparation for individual cantors, accompanists, and other individual musicians.
6. Lead rehearsals for parish adult choir, cantors, and accompanists.
7. Guide and collaborate with all parish liturgical music ministries.

### **Area C: Administration**

1. Review and purchase new music as needed.
2. Prepare and administer liturgical music budget.
3. Select, prepare, and/or administer worship aids and songbooks.
4. Oversee maintenance of musical instruments and other equipment.
5. Arrange and prepare simple musical scores as needed.
6. Oversee maintenance of a music library, files, and records.

### **Area D. Networking**

1. Participate in parish community events as appropriate.
2. Participate in regular meetings with pastor and pastoral staff, if possible.
3. Participate in regular meetings of liturgy committee and specific subcommittees and preparation teams as needed.
4. Participate in local and national professional associations as appropriate (e.g., National Association of Pastoral Musicians, American Guild of Organists).

### **Area E: Other duties as assigned by pastor**

## **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

### **A. Pastoral Skills for the Director of Music Ministries**

1. The ability to interact with parishioners, parish staff, the liturgy committee and the other musicians.
2. The ability to make cultural and ethnic adaptations appropriate to the people of the parish.
3. The ability to empower the assembly to sing.
4. The ability to engage the parish in the musical celebration of faith at worship.

### **B. Education, Training and/or Experience**

1. At least three years experience as a pastoral musician (e.g., cantor, choir member, accompanist, director).
2. Bachelor's Degree in Music or higher, or the equivalent including thorough knowledge of and training in music theory and history.
3. Strong knowledge and training in Roman Catholic Liturgy.
4. Proficiency in keyboard and choral performance.
5. Has engaged in and is willing to participate in continuing education through formal courses and workshops and regular reading of books and periodicals and other opportunities for spiritual growth.
6. Familiarity with Gather Comprehensive preferred.