

JOB DESCRIPTION

Title: Director of Music Ministry

Supervisor: Pastor

Primary Responsibilities

Liturgy Planning

- Recommend song suggestions for Sundays and seasons
- Recommend music for special Mass ceremonies, such as Confirmation
- Schedule musicians for all liturgies
- Assist couples getting married with music selections, as needed
- Coordinate Stations of the Cross, Service of Shadows, Ave Maria Songfest, and other services
- Train cantors and musicians
- Assist with music for RCIA rites
- Attend monthly parish commission meeting and be a resource to the Worship Commission
- Attend monthly parish staff meeting

Liturgical Musician

- Direct Resurrection choir at funerals and/or play the organ
- Coordinate music for Confirmation, Holy Thursday, Good Friday, Easter Vigil, and other liturgical celebrations
- Direct combined children's choir for Easter and Christmas
- Arrange instrumental parts and rehearse as needed
- Play at weddings, as needed
- Coordinate music for weekend liturgies, providing organ and piano as needed
- Practice organ and piano
- Pursue professional development by attending workshops and reading music and liturgy publications

Resource to Notre Dame School

- Assist teachers with Mass plans, especially music
- Help as needed at school Masses

Other duties as assigned by the pastor