



## Job Description

**Job Title:** Director of Music

**Parish St. Joseph Catholic Church Libertyville, Illinois**

**Reports To: Pastoral Director Ministries – Deacon George Kashmar**

**gkashmar@stjoseph-libertyville.org 847-990-1224**

**Date of Open Position: January 2020**

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### **Parish Summary**

St. Joseph Catholic Church located in Libertyville Illinois is a parish of 4400 registered families. We have a school of 453 students and our Religious Education Program serves over 700 students. The music Ministry consists of Contemporary and Traditional Choirs. We celebrate seven weekend Masses and host over 2450 worshippers each weekend. The parish has over 75 active ministries that serve the needs of our parishioners and our local and surrounding communities.

### **Job Summary**

The director of music is responsible for enabling parishioners to encounter Jesus Christ through the music within the liturgical celebrations and worship experiences of the parish. The director is tasked with ensuring that the liturgical music assists the assembled believers to express the gift of faith that is within them and to bring a spirit of unity through music into the celebration. The director is responsible for the development, implementation, evaluation and ongoing improvement of the parish music initiatives. The director must demonstrate strong leadership skills necessary to identify, develop and retain strong teams of volunteer leaders critical to the success of parish ministry.

### **Essential Job Functions**

- Support the annual planning for liturgical seasons, sacramental celebrations, and special liturgies in collaboration with the staff members and parish liturgy committee.
- Direct the parish musicians, choirs and cantors to ensure all liturgies are scheduled, well planned, and engaging.
- Provide training and formation for music ministers and musicians.
- Collaborate with Pastoral Director of Ministries and Pastor, The Prayer & Worship Commission in recruiting volunteers, and strive to involve newcomers and a broad spectrum of parishioners.
- Directs the creation of worship aids that are engaging, accessible, and functional to enable all attendees to fully participate in the liturgies and celebrations.
- Maintain equipment and resources for music ministry such as musical instruments, sound equipment, copyrighted material, etc.
- Provide guidance on parish opportunities or concerns regarding music, and help to educate staff, ministers of music, and the congregation in the role of music in vibrant worship.
- Stay informed of current developments in liturgy and in music as well as parish demographics to provide liturgical experiences that are welcoming and inclusive.
- Prepare and coordinate the Music budget in collaboration with the Pastor, Pastoral Director of Ministries, Director of Operations and other relevant members of the pastoral staff (e.g., Director of Liturgy).



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- Ensure that ministry complies with the guidelines for Protecting God's Children for those who minister with and to children in accordance with the Archdiocese of Chicago policies
- Develop and implement tools for improving the quality of engaging prayer and worship in the parish (e.g., welcoming, word, witness and music as benchmarks).

### Job Requirements

- Previous experience participating in parish music ministry.
- Experience leading congregational song, choral conducting, and at least one other musical specialization (organ, piano, guitar, voice)
- Demonstrated ability to collaborate with clergy, staff, parish leaders and volunteers.
- Practicing Catholic with understanding and support for Catholic Church teaching, mission, and values.
- Knowledgeable and comfortable with Church liturgical music in all forms and styles for the congregation, choirs, cantors, and instrumentalists.
- Thorough understanding of the musical, liturgical, and pastoral judgments that must be made in selecting music for the liturgy; ability to communicate and prioritize the role of music in liturgical worship.
- Comprehensive vision and understanding of evangelization.
- Ability to form and nurture a community of missionary disciples through encounter, accompaniment and sending forth.
- Mature discipleship evidenced in the ability to comfortably witness to one's own faith journey.
- Developed skills in leadership and management; a strong commitment to collaboration and teamwork.
- Excellent interpersonal, oral, and written communication skills.
- Familiarity with the technology used for communicating and presenting.
- Availability to work weekends and evenings as needed.

### Preferred Job Skills and Experience

- Degree in Music or related field.
- Master's Degree in Liturgy, Sacred Music, Pastoral Studies, or equivalent a plus.
- Previous experience leading parish music ministry; ability to plan and evaluate liturgical celebrations in fidelity to the official liturgical books and Catholic liturgical theology.
- Open to ongoing formation/education as needed.
- Language skills as needed (depending on the needs of the community).

### Mental and Physical Essential Job Functions

The employer needs to provide reasonable accommodations to qualified employees to perform essential job functions.



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Action	Percent of time action is required		
	0 – 24%	25 –49%	50 – 100%
Seeing			X
Hearing			X
Comprehension			X
Walking/Standing	X		
Lifting weight: indicate # pounds ____20____	X		
Climbing/Stooping/Kneeling	X		
Hand/Finger Dexterity	X		
Speaking			X