

**St. Joseph Catholic Church**  
**121 E. Maple Avenue**  
**Libertyville, IL 60048**  
**Position Description**

**Title:** *Director of Music*

**Department:** *Prayer & Worship*

**Reports to:** *Pastor*

**Direct Subordinates:** *Accompanist*  
*Children's Choir Director*  
*Handbell Ensemble Director*

**FLSA Status:** *Exempt*

**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.

**Job Requirements:**

- Previous experience participating in and learning parish music ministry
- Experience leading congregational song and conducting choirs
- Ability to play both organ and piano
- Demonstrated ability to collaborate with clergy, staff, parish leaders, and volunteers
- Practicing Catholic is strongly preferred
- Knowledgeable and comfortable with Catholic liturgical norms and music
- 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 with 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

**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

**Job Duties:**

- Actively plan for liturgical seasons, sacramental celebrations, and special liturgies in collaboration with clergy and pastoral staff in fidelity to the official liturgical rubrics and Catholic liturgical practices
- Collaborate on the development of Prayer & Worship liturgy plans for use on Sundays, holy days, and sacramental celebrations for both church and drive-in Masses
- Adapt liturgical and music planning during the pandemic to adhere to evolving guidelines from the Vatican and Archdiocese of Chicago
- Direct the parish musicians (choirs, cantors, and instrumentalists) to ensure all liturgies are scheduled, well planned, and engaging
  - Planning and selection of music for all celebrations
  - Recruit, train, rehearse instrumentalists and singers
  - Minister directly at regular 5:00 pm Saturday; 7:15 am, 9:00 am, 10:45 am, 12:30 pm, and 5:00 pm Sunday Masses, including 45-minute to 1 hour rehearsal beforehand
  - Direct the 9:00 AM Choir and coordinate with accompanist
  - Direct and accompany the 10:45 AM Adult Choir
  - Direct the 5:00 PM Youth Ensemble
  - Prepare the weekly musicians via email containing PDFs of the sheet music with performance notes, appropriate mp3 files, and YouTube recordings for individual preparation – or CDs of recordings for those without computer access
- Develop training and formation for music ministers and musicians to ensure that liturgical norms are followed
- Provide music and rehearse musicians for all parish functions outside of weekend liturgies (Stations of the Cross, Parish Lenten Mission, Knights of Columbus Mass, Mass for those Grieving the Loss of a Child, Bereavement Ministry's All Souls Mass of Remembrance, Solemnity of St. Joseph, First Communion, Confirmation, Memorial Day, Fourth of July, Labor Day, Thanksgiving, etc.)
- Prepare sufficiently for optimum performance on the organ or piano for both rehearsals and worship, which includes the selection of appropriate music for prelude, offertory at times, postlude, and annual special services including Christmas and Easter

- Contract outside professional musicians in absence of the Director of Music and for special music ensembles during Christmas, Holy Week, Easter, and sacramental celebrations
- Oversee the creation and online publication of worship aids for Sundays, holy days, funerals, weddings, and all sacramental celebrations, which are engaging, accessible, and functional to enable all attendees to fully participate in the liturgy
- Adapt individual worship aid for livestream presentation during liturgies
- Maintain music ministry equipment and library, which includes musical instruments, sound equipment, copyrighted material, etc.
- Advise both Bereavement and Wedding ministries in addition to coordinating liturgical celebrations with ministry delegates
- Collaborate with Pastor, and the Prayer and Worship Commission in recruiting volunteers, and strive to involve newcomers and a broad spectrum of parishioners
- 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
- Keep abreast of current developments in Catholic liturgy and music
- Ensure that the ministry complies with the guidelines of Protecting God’s Children for those who minister with and to children in accordance with the Archdiocese of Chicago policies
- Active member of the Pastoral Staff – semi-monthly meetings, leadership meetings, social and informal gatherings
- Processes frequent and ongoing communication with staff and volunteer ministers responsible for direction, planning, and implementation of music for all liturgies
- Participate as an active member of the Prayer and Worship Commission and attend required meetings and activities
- Develop and implement tools for improving the quality of engaging prayer and worship in the parish
- Oversee Handbell Choir Director including ongoing communication, resourcing, evaluation and recommendations, assistance with preparing materials for choir, occasional planning/discussion meetings, calendarizing, collaboration on music selection, and attending regular rehearsals
- Coordinates the Music Ministry page of the parish website including posting of events and preparation materials for funerals and weddings
- Maintain the licensing and copyright usage reports on ONE LICENSE
- Oversee the reservation of spaces for all music ministry needs
- Collaborate with school liturgy/music director for weekly school liturgies
- Select plan “extras” and prepare musicians for Family Mass - ongoing communication, resourcing, evaluation and recommendations, occasional planning/discussion meetings, create Family Mass worship aids, and oversee printing of worship aids and Sunday scriptures
- Performs other related duties as may be necessary and assigned by the Pastor

## ADDENDUM

Directing any choir includes minimally the following:

1. Music selection
  - review of weekly scriptures
  - yearly selection of choral music
  - perusing new material, both for assembly and for choir alone
  - record keeping of music usage
  - understanding seasonal nuances/making connection with parish seasonal focus
  - evaluation with choir, typically end-of-the-year
  - feedback from assembly/assembly participation review
2. Teaching music
  - weekly hour rehearsals (generally September thru mid-June, 1 to 2 hour in length)
  - preparation of rehearsal plan
  - know each part of each piece/learning all music yourself
  - 45 minute warm-up prior to each mass
  - extra rehearsals for various parts of the choir - cantors, soloists, weaker singers who need assistance, instrumentalists/ accompanists, sectionals (all the basses, for example)
  - providing recordings as needed/able for assistance in learning music
  - ongoing learning of each members musical ability
  - preparation of choir for their part in joint-choir efforts
3. Providing pastoral leadership
  - development of the choir as a praying group/prayer as a part of each rehearsal
  - Pastoral outreach to choir members in need
  - Development of choir members' care for one another (prayer, cards, flowers, outreach)
4. Community Building
  - formation of choir in their understanding of ministry
  - one-on-one relationship building/time with individual members
  - Connecting choir with larger music and liturgy ministries
  - regular social activities
  - Occasional hospitality (snacks, treats, juice, etc.)
5. Organization
  - organization/recruitment of members
  - weekly communication with group/members
  - preparation of, distribution of, collection and filing of music
  - choir supplies
  - calendaring

Please send resume to Anna Roeser, Director of Administration, at [aroerer@stjoseph-libertyville.org](mailto:aroerer@stjoseph-libertyville.org).