

## **DIRECTOR OF MUSIC AT ST. THERESA PARISH** *(updated 6/23)*

### **Requirements**

- ✦ A degree in music or musical theatre is recommended.
- ✦ Courses in composition, orchestration, and conducting would be advantageous.
- ✦ Excellent knowledge of music techniques, theory, and performance.
- ✦ Excellent organizational, communication, and interpersonal skills.
- ✦ Experience and knowledge of Catholic liturgical principles.

### **Principal Duties**

- ✦ Plans music for all regular liturgies on weekends
- ✦ Plays piano/organ at all five masses per weekend
- ✦ Plays all funerals (as scheduled)
- ✦ Plays all weddings (as scheduled)

### **Develops Music Ministry for Volunteers**

- ✦ Forms music ensembles in consultation with pastor to enhance the liturgies and special events with music at the highest level possible
- ✦ Plans and prepares rehearsals and liturgies with Adult Choir
- ✦ Plans and prepares rehearsals and liturgies with Youth Choir (grades 4-8)
- ✦ Provides musical opportunities for young instrumentalists in the earliest of grades
- ✦ Plans and prepares liturgies and some rehearsals with Cherub Choir (grades 1-3)
- ✦ Plans and prepares liturgies for adult instrumental volunteers

### **Develops Music Ministry with Professionals**

- ✦ Provides professional instrumentalists, cantors, and choir members for liturgies as required.

### **Liturgical Responsibilities**

- ✦ Provides Liturgical Support to Pastoral Staff

### **Communications and Fundraising**

- ✦ Creates all communication and marketing materials for Music Ministry, Special Events and other Liturgies that require music director's involvement by request or by default
- ✦ Audio and Video Leadership

### **Miscellaneous**

- ✦ Created and now maintains music library database of all choral and instrumental print resources that are owned by the parish.
- ✦ Maintains piano and organ, handbells and other musical equipment owned by the parish
- ✦ Maintains hymnals
- ✦ Maintains copyrights and licensing
- ✦ Collaborates to provide music for special liturgical events to enhance the prayer of the parish
- ✦ Researches all things musical and liturgical when requested and shares information with those who might need it.
- ✦ Participates in classes, webinars, books, in person organizations and conferences to remain informed on trends and changes that might impact liturgy and music at St. Theresa