

St Mary of Vernon

Director of Music Position Description

Title:	Director of Music
Status:	Full-time/Exempt, Benefits Eligible
Reports to:	Pastor

Position Summary

The Director of Music is a member of the Pastoral Staff and is directly responsible to the Pastor. The Director assists the Pastor with overall efforts to ensure parishioners encounter Jesus Christ through prayer, the sacraments, and worship. The scope of this role is to discern, plan, prepare and implement music opportunities for everyone in the parish.

The Director of Music supports parish leadership in the planning, execution and celebration of all parish liturgical celebrations, including sacramental celebrations.

The Director applies an appropriate balance of traditional and contemporary musical styles. At all times the Director helps to animate the full, active and conscious participation of the assembly in divine worship. As a member of the Pastoral Staff, the Director is expected to take an active pastoral role in the parish.

Responsibilities

A. MUSIC

- Provides effective leadership and communicates clearly with all involved in music ministry.
- Plans, prepares and provides music and/or musicians for Sunday worship and other major liturgical celebrations including but not limited to Holy Days, Triduum, funerals, weddings, parish missions, communal reconciliation services and sacramental celebrations.
- Coordinates and schedules the musicians, choirs and cantors to ensure that all liturgies are well-planned and vibrant.
- Directs, rehearses, recruits, trains and builds the parish choirs, cantors and instrumentalists.

- Invites, welcomes, and encourages a broad spectrum of parishioners with varying experience and musical talent to create a connected and caring community of musicians and those who are involved in a variety of parish liturgical ministries.
- Equips those who serve in the music ministry with on-going liturgical formation, music education and training, and ensures that the practical preparations are completed.
- Encourages the full, active and conscious participation of the assembly.
- Teaches the assembly any new music that will be used for worship.
- Is creative and employs a variety of musical styles, traditional and contemporary, honoring and expanding the traditions and repertoire of the parish.
- Research new hymnals that specifically include contemporary music.
- Maintain equipment and resources for music ministry such as musical instruments, sound equipment in church and parish center, copyrighted material, music library, etc.
- Develops and coordinates Children and Teen choirs.
- Oversee the establishment and development of a Handbell Choir.
- Oversee livestreaming/video of our Masses and special liturgical events to Facebook and YouTube. Recruit volunteers of all ages to work in this ministry.
- Develop a list of substitute musicians and cantors to be called upon as needed.
- Stay informed of current developments in liturgy and in music as well as parish demographics to provide liturgical experiences that are welcoming and inclusive.

B. PASTORAL SERVICE

- An active member of the Pastoral Staff who is committed to working as a team, seeking workable solutions and honest communication.
- Collaborates and communicates well with Pastor.
- Attends staff meetings as scheduled, including annual Staff Retreat.
- Promotes good public relations both within and beyond the parish and is committed to working with the deanery and Archdiocesan networks of professional peers.
- Is visible at major parish functions and supportive of the larger parish vision.
- Maintain presence in the Parish Office and be available to parishioners.
- Serves as a resource consultant for parish concerns and has a clear understanding of the role of music in worship.
- Is a person of faith who embraces stewardship as a way of life.

C. ADMINISTRATIVE DUTIES

- Develops and manages the budget for musical expenditures in collaboration with the Business Manager and Pastor.
- Is a good steward of the parish's musical equipment, ensuring all instruments and sound equipment are properly cared for, secured and maintained.
- Ensures appropriate copyright permission and licenses are secured.
- Assists Pastor and Staff members with music for parish programs (i.e. RCIA , Religious Education, Ministry of Care, etc.).
- Ensure that those serving in the Music Ministry comply with the guidelines for Virtus/Protecting God's Children in accordance with the Archdiocese of Chicago policies.
- Develop strong relationships with professional organizations, the Office for Divine Worship, and other Archdiocesan, vicariate and deanery offices.

D. PERFORM OTHER RESPONSIBILITIES AS ASSIGNED BY THE PASTOR.

Requirements and Expectations

- Since St. Mary of Vernon does not have a parish school, the Director develops good working relationships with the ministries and organizations of the parish by being present at major parish functions.
- Demonstrate ability to collaborate with clergy, staff, parish leaders and volunteers.
- Practicing Catholic who understands and supports Catholic Church teaching, mission, and values.
- Knowledge of the Church's official liturgical books and various rites used in celebrating the sacraments of the Church in their appropriate liturgical contexts.
- Knowledgeable and comfortable with Church music literature in all forms and styles for the congregation, choirs, vocalists, and instrumentalists.
- Thorough understanding of the musical, liturgical, and pastoral judgments which must be made in selecting music for liturgy; ability to communicate and prioritize the role of music in liturgical worship.
- Mature discipleship evidenced in ability to comfortably witness to one's own faith journey.
- Ability and willingness to work evenings and weekends. Must be flexible with work schedule, especially for Holy Days and special parish events.
- Skilled in leadership and management; strong commitment to collaboration, teamwork and flexibility.
- Good interpersonal, oral, and written communication skills.

- Familiarity with technology used for communicating and presenting, including Facebook and YouTube.

Education and Skills

Education Required:	Undergraduate degree in Sacred Music, Pastoral Studies, Theological Studies, or equivalent.
Education Preferred:	Master's Degree in Sacred Music, Pastoral Studies, Theological Studies, or equivalent.
Experience Required:	3 years of experience participating in parish liturgical and music ministries. 3 years of experience leading congregational song, choral conducting, and at least one other musical specialization (organ, piano, guitar, voice).
Experience Preferred:	5 years of above experience.
Skills:	Strong keyboard skills on piano (no organ) and vocal musical talent. Directing and Cantor skills are necessary.

This document is only a description of the duties, accountabilities and requirements of the position. It is not intended to be an employment contract or promise of employment.