



St. John Neumann Catholic Church

POSITION TITLE: Music Director (Adult and Children's Choir)
JOB CLASSIFICATION: Exempt (Full-Time)
DEPARTMENT: Music
REPORTS TO: Pastor
SCHEDULE: Evenings, weekends and holidays
PAY RANGE: \$69,000 to \$75,000 per year

JOB SUMMARY:

The Director of Music Ministry is responsible for developing and implementing a complete program of liturgical music for our vibrant parish. This individual must have the ability to communicate and the desire to work collaboratively with clergy, parish staff and members of the music ministry. The Director of Music will maintain the integrity of the St. John Neumann Music Ministry through clear and open communication with its members. The Director of Music will provide liturgical and musical formation for music ministers and the assembly.

DUTIES AND RESPONSIBILITIES: Because all St. John Neumann Catholic Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

- Prepare music for all Sunday (including Vigil) Masses, Holy Days of Obligation and other special liturgies/communal celebrations throughout the year.
- Create weekly music schedules for cantors, accompanists, and other musicians including the Adult Choir. Create a monthly music schedule for the Children's Choir.
- Conduct the Adult Choir at the 10:30 a.m. Mass weekly and the Children's Choir at the 8:30 a.m. Mass monthly. Oversee the 5:00p.m. Sunday Praise Band.
- Lead weekly evening rehearsals with the Adult Choir; Lead rehearsals with the Children's Choir biweekly (twice a month). Rehearse with soloists as needed. Schedule rehearsals with the parish office.
- Select liturgical music based on the liturgical season and readings of the day that will engage congregational singing.

- In cooperation with bereavement and wedding coordinators, prepare music selections, assign a cantor and accompanist for funerals and weddings. (Typically, the music director would be either the cantor or accompanist at a funeral.)
- Ensure that cantors, accompanists, and section leaders are properly logging in their work hours and in a timely manner and coordinate replacement cantor and/or accompanist when a cantor or accompanist is not available.
- Maintain current Adult Choir and Children's Choir rosters.
- Be compliant with all music copyright laws and licenses related to music projected on screens and/or printed on worship aids and reproduction/copying of sheet music.
- Coordinate with the Audio-Visual team for music to be projected on screens. Submit music to the Audio-Visual team in a timely manner.
- Manage all administrative issues related to the Music Department including ordering music resource materials, submitting check requests and credit card transactions.
- Prepare and maintain an annual music budget.
- Supervise the operation and maintenance of the organ, piano, instruments and sound equipment.
- Organize and maintain the music library. If needed, recruit volunteers for the collection and filing of returned music, and track choir robe inventory.
- Attend staff meetings and liturgy meetings. Respond in a timely manner to e-mails and phone calls.
- Coordinate the annual Christmas Concert with parish music ministry members.
- Keep up to date with current developments in music and liturgy. Adhere to diocesan protocol and parish office procedures.
- Perform other duties as assigned

Additional responsibilities for the Children's Choir:

- Ensure Children Choir volunteers are compliant with Diocesan Safe Environment Policy.
- Communicate with parents regarding the Diocesan Safe Environment Policy for pick-up and drop-off procedures for rehearsal and Mass.
- Coordinate Children's Choir Attire for Masses.
- Work with Children's Faith Formation Director in the selection and teaching of First

Communion songs.

- Coordinate a Children's Choir Christmas Party.

MASSES:

- Serve (accompanist) or direct (the choir) at three Sunday Masses per weekend which would include the 10:30 a.m. Mass choir.
- Serve at funerals and weddings (except on day off).
- Serve at the First Holy Communion Masses (two).
- Serve at Christmas Masses (Christmas Eve and Christmas Day) and Holy Thursday Mass, Good Friday Services, Easter Vigil Mass, and Easter Masses.
- Serve at special civil holiday Masses (i.e. Memorial and Labor Days and other special liturgies throughout the year).

QUALIFICATIONS:

- Practicing Roman Catholic in good standing with the Church, both in faith and action.
- Music degree required (Choral conducting/voice degree preferred).
- Proficient in both traditional and contemporary styles of liturgical music with strong knowledge of Catholic Liturgy.
- Strong management, organizational and interpersonal skills.
- Good oral, written and public speaking skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical/Working Conditions: Typical office environment, environment with background noise.

Equipment: Basic computer equipment, telephone and copier, musician microphone, music stand.

Essential Physical Tasks: Communicate, move, sit, and remain stationary for periods of time, stand for periods of time, bend, stretch, twist and reach out, occasionally lift, carry, move materials as needed weighing up to 30 lbs. Good auditory skills, hand-eye coordination and repetitive motions.