

CORPUS CHRISTI CATHOLIC CHURCH

This document was
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June 10, 2021

JOB DESCRIPTION

Job Title: Music Director/Organist/Pianist **Number:** _____

Reports To: Pastor

Department: Liturgy and Music

Full Performance Period: N/A **Exemption Status:** Exempt

Supervisory: Employees: x Unpaid Staff: Volunteers: x Contract Workers: x Boards:

Job Titles Supervised: All music related contract workers. Volunteer music ministers, and employee musicians.

General Purpose: To promote, coordinate, and develop the active participation of the parish community in liturgical prayer and music.

Essential Duties and Responsibilities:

Acts as primary keyboard accompanist for all parish liturgies;

Weekly direct the music and cantors for all weekend liturgies. Cover holy days, Parish retreats & missions as requested, regional Masses, and seasonal liturgies;

Prepares and administers the music budget;

Ensures compliance with all applicable copyright and licensing laws;

Oversees maintenance of musical instruments, equipment, printed music, and sound system;

Has a working knowledge of parish sound system;

Maintains inventory;

Attends relevant scheduled meetings (e.g. Staff, Diocesan, and Music/Liturgy Director meetings);

Serve as a resource person to parish staff and parish at large on the subject of music within liturgical worship;

Coordinate replacement musicians for specific absences. Submit requisition and paperwork required for payment of "on call" musicians;

Coordinate music for weddings and funerals.

Please note:

The Music Ministry Director may enter into a separate contract with families and/or couples for their event; compensation will not be made by the parish.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Job Description For Music Director/Organist/Pianist

(continued)

Decisionmaking and Supervisory Responsibility:

HIRING	I			
ASSIGNING/SCHEDULING WORK	F			
MONITORING/CONTROLLING WORK	F			
DISCIPLINE	I			
PERFORMANCE EVALUATION	R			
SALARY RECOMMENDATIONS	I			
DISMISSAL	I			
BUDGET RESPONSIBILITY			Responsible	
PROPERTY RESPONSIBILITY			Parish Owned Instruments	
CONFIDENTIAL INFORMATION			Must handle confidential information	

I indicates Input only

R indicates responsibility for Recommending a course of action requiring one other approval

F indicates responsibility for the Final Decision

Minimum Requirements:

Education: Bachelor's Degree in Music

Experience: Experience in playing organ and piano. Experience in a Catholic parish. Knowledge of Catholic liturgical music as presented in church documents and practice.

Or other background demonstrating application of the following knowledge, skills, and abilities:

Ability to conduct choirs/ensembles, coach vocal technique and direct cantors/accompanists/other instrumentalists;

Ability to formulate liturgies based on sound theology;

Recognition of the role of the pastor in the parish and an ability/willingness to support;

Attend parish functions as requested;

Have excellent organizational skills;

Have strong interpersonal and human relations skills.

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

WORK ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	x		
HEAT (90 F or more)	x		
HUMIDITY	x		
HEIGHTS	x		
NOISE			x
VDT/CRT USE	x		
DRIVING		x	
STANDING			x
SITTING			x
WALKING		x	
BENDING		x	
WORK WITH OTHERS			x
REPETITIVE MOTION			x
OPERATING MACHINERY			
COPIER			x
TYPEWRITER			x
TELEPHONE			x
FACSIMILE (FAX)		x	
10-KEY	x		
CALCULATOR	x		
COMPUTER			x
MOUSE			x
PRINTER			x

FREQUENCY OF REQUIRED EXPOSURE/USE

	SELDOM	OCCASIONAL	FREQ.
OTHER			
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far		X	
COLOR DISCRIMIN.		X	
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
LOCAL	X		
NATIONAL	X		
INTERNATIONAL	X		
AVAILABILITY			
EVENINGS			X
WEEKENDS			X

MOVING EQUIPMENT AND SUPPLIES

LIGHT (Under 5 lbs.)			X
MODERATE (5-20 lbs.)		X	
HEAVY (Over 20 lbs.)		X	

DESCRIPTION OF MOVEMENT

LIFT/LOWER		X	
CARRY		X	
PUSH/PULL		X	
REACH ABOVE		X	