**Job Title**: Director of Liturgical Music Ministries

**Reports To:** Director of Evangelization, Family Life, and Pastoral Ministries

**General Summary of the Position:** The Director of Liturgical Music Ministries is responsible for the effective preparation, coordination, performance and leadership of music with the liturgical celebrations of the parish including the school liturgies. This person of faith is both a pastoral minister who possesses a vision of how St. Louis de Montfort Church can develop its potential (a vision that is in harmony with our parish mission, vision and values and is supportive of the diversity of music styles used here) and a professional who holds specialized credentials in music and has a thorough understanding of Roman Catholic liturgy.

**Essential Functions of the Director of Liturgical Music Ministries**

*Preparation and Performance of Musical Worship*

* Select music for all Saturday evening and Sunday Masses and for other services as specified. For example:
	+ Holydays and special liturgies (e.g., Triduum)
	+ Other sacramental Rites (e.g., Penance services, Baptism, Confirmation)
	+ Liturgy of the Hours
	+ Eucharistic Exposition and Benediction
	+ Other prayer services
	+ Funerals and weddings
	+ Weekly liturgical celebrations involving religious education program or school (all-school Mass, Adoration and prayer services)
* Personally direct (and perform) the music at least two Masses per weekend and see that all weekend Masses have instrumental support.

*Recruitment, Formation and Supervision*

* Provide formation in liturgical music for the assembly especially by assuring strong leadership and the careful development and teaching of new repertoire.
* Recruit and select (or approve) all music group leaders.
* Schedule and supervise all choirs, music groups and other music ministers and provide them with support and with general musical and liturgical formation.
* Provide opportunities for spiritual and social enrichment for all music ministers.
* Provide specific training and preparation of individual cantors, organists and other individual musicians (rehearsals to be specified)
* Direct one or two choirs or music groups; e.g., adult choir, children’s choir, youth choir, instrumental ensemble, hand bell choir, funeral choir.

*Administration*

* Review and purchase new music as needed and maintain copyright licenses as needed to make copies of music.
* Prepare and administer liturgical music budget.
* Select, prepare, and/or administer worship aids and songbooks.
* Oversee maintenance of musical instruments and other equipment.
* Arrange and prepare simple musical scores as needed.
* Maintain music library, files and records.

*Networking*

* Participate actively in community/parish events.
* Participate in regular meetings and annual retreats with pastor and pastoral staff.
* Participate in regular meetings of liturgy committee and specific subcommittees and preparation teams as needed.
* Participate in the faith formation staff and contribute to parish-wide efforts.
* Participate actively in local and national professional associations (e.g., National Association of Pastoral Musicians (NPM) and American Guild of Organists).
* Build awareness of and appreciation for our Wickes organ in the broader community. Advertise and manage outside opportunities for the organ to be utilized.

*Professional and Ministerial Development*

* Maintain regular practice schedule on primary instrument (e.g., organ, voice…)
* Participate in continuing education through formal courses and workshops and regular reading of books and periodicals.
* Participate in an annual retreat and other opportunities for spiritual growth.

Other duties to be specified by your supervisor.

**Knowledge, Skills, Abilities and Other Characteristics:**

* Skills, knowledge, and/or Abilities
* Pastoral, Musical, Liturgical and Organizational Skills as outlined in the Qualifications for the Director of Music Ministries Policy Statement (NPM, Director of Music Ministries Division)
* Education, Training and/or Experience
* At least three years experience as a pastoral musician
* Either a Bachelor Degree in Music (Level I) or a Master’s degree in Music (Level II) or the equivalent including thorough knowledge and training in music theory and history
* Strong knowledge and training in Roman Catholic Liturgy.
* Proficiency in voice, keyboard, guitar or choral performance and some knowledge of all these instruments.

To apply for the position, please send your cover letter and resume to Brian Freyberger at BFreyberger@sldmfishers.org.