

**St. George Church and School
Director and Teacher of Music**

Job Description: Full Time Position between Parish and School

Contact: Fr. Dan Merz, stgeorgeparish@att.net 573-897-2293

Or the Principal, Lisa Grellner: lgrellner@saint-george-parish.org

Qualifications:

- BA in Music Ed or related field
- Experience in training and development of cantors and musicians
- Competent organ and piano skills
- Knowledge of current Catholic liturgical practice, documents, and guidelines
- Practicing Catholic in good standing with the Church

Job Description for the School:

- Prepare and lead the music for the school Mass once a week
- Administer appropriate district curriculum which is aligned with the Diocese of Jefferson City Curriculum Guide
- Ensure the opportunity for all students to learn in a supportive environment
- Create and maintain a positive and orderly learning condition in the music environment
- Develop and implement Catholic identity in lessons
- Analyze student progress and provide appropriate instruction
- Provide a classroom management/discipline plan ensuring safety at all times
- Ensure assessment regulations and guidelines are followed at all times
- Develop a classroom/school climate that promotes positive learning conditions
- Work professionally with administrators, staff, parents, and community
- Integrate technology into the instructional program
- Ensure developmentally appropriate skills and activities are implemented.
- Participate in other job-related duties and activities related to the position as assigned
- Work with other staff members to correlate and help with all school productions: Grandparents Day, Veteran's Day, Christmas Program and other school wide events that might occur

Job Description for the Parish; Responsibilities include:

- The development and direction of the music program
- Personally serve as accompanist or choir director for two Masses a weekend
- Serve as adult choir director and youth choir director
- Develop list of appropriate music for services/music selection list for the pastor and cantors/song leaders
- Develop a group of musicians and cantors to fill all Sunday Liturgies
- Be responsible for assigning musicians/cantor for Sunday Liturgies, feast days, Holy Days, and other special services as needed such as vespers and penance services.
- Provide training, coaching, preparation, evaluation, and education of all individuals involved in music liturgy.
- Oversight of care and maintenance for equipment e.g., organ and sound equipment
- Maintain parish music library

Liturgy Preparation:

- Prepare liturgical music selection for the choir; aid musician/song leaders in their music selection, if necessary

April 14, 2015

- Develop worship aids as necessary for special Masses

Pastoral Staff:

- Work directly with Pastor for approval of appropriate music selections
- Prepare report of music ministry for parish council meetings and bulletin
- Work with parish finance officer and council for budgets and purchases
- Be familiar with and follow all music copyright laws
- Strong written and oral communication skills