

# Church of Saint Eleanor, Collegetown, PA

## **JOB DESCRIPTION**

**TITLE:** Director of Music Ministry

### **OVERVIEW:**

The Director of Music Ministry is a professional who holds credentials in music and is a person of faith who has a thorough understanding of the Roman Catholic liturgy. This person is responsible for effective planning, coordinating, and execution of music within the liturgical celebrations of Saint Eleanor Parish. He/She will need to have a vision of how the parish can develop our music ministries and worship so as to enhance the Sunday Worship Experience of all our parish family. This is a full time parish staff position in a large, vibrant suburban parish. It includes flexible working hours that involves evenings, weekends, and special liturgies as necessary.

**SUPERVISION RECEIVED:** Pastor and/or Delegate

### **RESPONSIBILITIES INCLUDE:**

- Foster the personal and spiritual growth of liturgical musicians and their relationship with Jesus Christ as Lord.
- Selects or supervises the selection of sacred music for parish liturgies.
- Supervises and coordinates with the organists or assistant organists, Children's Choir/Contemporary ensemble Director and Spirit Revival Band Director.
- Plans and conducts rehearsals for the choirs under his/her direction.
- Is responsible for the training of and preparation of Cantors for all liturgies.
- Helps engaged couples to plan music for wedding masses and grieving family members for funeral masses. This includes keeping current the musical guidelines for both wedding and funeral masses.
- Coordinates and publishes worship aides for Forty Hours, First Sacraments, Confirmation, and other liturgies as needed. Ensures that all copyright regulations are properly adhered to regarding music reprinting.
- Maintains parish musical instruments and related equipment and sees to their timely tuning and proper care/service.
- Maintains a good working relationship with the parish clergy, parish staff, local church musicians and other community resources including Ursinus College and the Community Music School.
- Oversees the order and maintenance of the music library and room including the regular laundering of choir robes.
- Maintains a current roster and other records of all individuals involved with sacred music. This includes ensuring up-to-date Child Abuse clearances for all members.
- Implements archdiocesan and parish policies concerning sacred music. This includes offering regular opportunities for musicians to attend diocesan workshops on sacred music.
- Draws people to joyful and responsible participation in the music ministry at Saint Eleanor. Recruits and provides training sessions and supervision for all volunteer musicians and vocalists.

- Is visibly present at parish weekend Masses and other important liturgical events.
- Schedules various musicians, choirs, ensembles and cantors for Sunday, holy days, Christmas, Easter Triduum, and other Masses.
- Organizes and conducts an annual parish Christmas concert in conjunction with the Pastor or his delegate.
- Organizes and/or plays/sings/conducts as needed: Lenten Devotions, Christmas Masses, Easter Triduum, Forty Hours, Corpus Christi
- Attends regular liturgy and/or music committee meetings
- Sets up chairs, music stands, microphones and other equipment as needed
- Prepares publicity and press releases for sacred music events in the parish in cooperation with our Communications/Media person as needed
- Other Tasks as determined by the Pastor

#### **EDUCATIONAL / CLEARANCE REQUIREMENTS:**

- Minimum of a Master's Degree in music or related field, preferably in sacred music.
- Accomplished organist, cantor, pianist and/or choral conductor.
- Deep knowledge of the Church's teaching on sacred music as put forth in documents such as *Sacrosanctum Concilium*, *Musicae Sacrae*, *Tra le Sollecitudini*, *Sing to the Lord*, etc.
- Completion of Virtus and all Safe Environment Programs and up-to-date clearances as required by the Commonwealth of Pennsylvania and the Archdiocese of Philadelphia
- Valid Driver's license.
- Certification of a Director of Music Ministries as set forth by the *National Association of Pastoral Musicians* is preferred.

#### **EXPERIENCE AND SKILLS:**

- Fully initiated, participating member of the Roman Catholic Church, on fire for Jesus Christ, committed to growing as His disciple and helping others to be disciples
- Possess a thorough knowledge of and commitment to the teachings, beliefs, and life of the Roman Catholic Church
- Self-motivated
- Previous Parish work experience preferred
- Proficiency in Microsoft Office, Finale, Sibelius, etc.
- Ability to relate and work well with people of all ages in a team environment and as a team member
- Able to work evenings and weekends as needed
- Excellent Leadership and Supervisory skills

*Interested applicants please send resume and salary requirements to*

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