



Title:	Director of Music & Organist
FLSA:	Exempt (Creative Professional)
Reports To:	Pastor
Provides Work Direction To:	Section leaders, choirs, cantors, hired instrumentalists
Receives Work Direction From:	Pastor
FTE/Time Allocation:	Full-time (with benefits). Twelve-month position. 40+ hours per week, including weekend hours (generally three hours on Saturdays and five hours on Sundays).

Job Purpose: The primary duty of the Director of Music & Organist is to build and maintain a program of sacred liturgical music for the glory of God and the sanctification of the faithful, in collaboration with the pastor. The Director of Music & Organist shall seek to furnish the liturgy with music that possesses holiness, beauty of form, and universality; coordinate and direct the parish choral ensembles, cantors, and instrumentalists; regularly serve as the principal organist for all parish liturgies; and implement magisterial documents on sacred music, especially what is given in the *Roman Missal*, *Musicam Sacram*, *Sacrosanctum Concilium*, and *Sing to the Lord*. Building a music program that is deeply rooted in the tradition of the Catholic Church will take time, patience, and sensitivity. The Director of Music & Organist shall seek to educate the faithful on the role and nature of liturgical music, helping the congregation to come to a deeper love for sacred music and a greater comfort singing from our tradition.

Conduct and Accountability Disclaimer: Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner, which is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that can embarrass the Church or give rise to scandal. It is preferred that this employee be an active, participating Roman Catholic.

All employees will be required to complete and maintain the Archdiocese of Saint Paul and Minneapolis Enhanced Essential Three, set forth by the Office of Ministerial Standards and Safe Environment (<http://safe-environment.archspm.org/essential-3/>).

Catholic Leadership at Saint Joseph: All parish staff are expected to contribute towards the mission and vision of the parish, be professional and Christian in their interactions and leadership, participate in major parish liturgies and events, and promote the good of the parish over their own particular ministries. Together, the parish staff will understand the connections between the different ministries and seek opportunities to work together. Each ministry will engage people from all generations. We will work to make each meeting, gathering, liturgy, and event a place for strengthening friendship in Christ.

Representative Responsibilities: Be present where needed and ready to work as needed to meet responsibilities. This includes recognizing when situations require more effort, putting in more time when needed, and satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring that all instruction of children is taken care of in a professional and responsible manner.

1) Music Responsibilities

- a) Provide organ music for all Sunday and Holy Day Masses, as well as other liturgical services, at Saint Joseph, including school Masses.
- b) Establish, train, coordinate, schedule, rehearse, and conduct a children's choir, including working with the school children throughout the school year.*
- c) Establish, train, coordinate, schedule, rehearse, and conduct an adult choir consisting of volunteers and paid section leaders.*
- d) Establish, train, coordinate, schedule, rehearse, and conduct a schola consisting of volunteers for special occasions.*
- e) Recruit, train, coordinate, schedule, rehearse, and conduct cantors for Masses without choirs.
- f) Make decisions on whether planned pieces of music will be used in the liturgy based on the preparedness of the musicians, making changes and omissions as appropriate.
- g) Recruit singers for ensembles as appropriate, working to foster talent within the parish.
- h) Chant the Entrance and Communion Antiphons, and occasionally other Propers of the Mass, and/or train cantors and choir members to do so.
- i) Engage outside instrumentalists for special liturgies (e.g. Christmas, Easter, Pentecost), rehearsing with them as necessary.
- j) Select and prepare music in accordance with the demands of the liturgical year, in consultation with the pastor.
- k) Assist the pastor in the planning of liturgies throughout the year.
- l) Rehearse with instrumentalists as needed.
- m) School Masses
 - i) In consultation with the music teacher and pastor, plan music for school liturgies.
 - ii) Accompany school Masses.
 - iii) Rehearse with students according to a schedule established with the school music teacher, classroom teachers, and pastor.
 - iv) Communicate music selections and coordinate rehearsal schedule with classroom teachers and music teachers at the beginning of each semester.
 - v) As needed, assist with parish and school musical events, such as the school Christmas concert, the spring concert, and penance services.
- n) Weddings and Funerals
 - i) Play at weddings for a stipend.
 - ii) Play at funerals for a stipend.
 - iii) Work with families and couples in preparation of weddings and funerals.
 - iv) Schedule and coordinate all cantors or choral ensembles for weddings and funerals.
 - v) Find substitute organists for weddings and funerals as necessary.
- o) Diligently participate in ongoing professional development, which includes: practicing music performance; studying magisterial documents on music and liturgy; expanding organ (and vocal) repertoire; and reading current musicological journals.

** Establishing these groups will take time. Competence is required for service to the liturgy. The Director of Music & Organist will work with the pastor to determine readiness of these groups.*

2) Communication and Personnel

- a) Attend and participate in regular staff meetings.
- b) Meet regularly with the pastor to discuss the execution of liturgies.
- c) Meet regularly with the school music teacher to coordinate logistics of school Masses and other functions between the church and school.
- d) Supervise and direct all paid choral singers and cantors.
- e) Serve as a liaison for the musical and liturgical education of the parish.
- f) Write occasional articles for newsletters, bulletins, and electronic communications educating the faithful on the role of music in the liturgy, as well as articles providing context for the musical selections.

3) Administration, Publication, and Planning

- a) In consultation with the pastor, plan all hymns, choral repertoire, and organ and piano repertoire in accordance with the Roman Missal, the Lectionary, and the Church calendar.
- b) Assist pastor in preparation and publication of seasonal liturgy guides as necessary.
- c) Prepare and propose an annual music budget, allocating funds for choral singers, instrumentalists, instrument maintenance, and music library as appropriate to the optimal success of the program.
- d) Prepare payroll for paid musicians in a timely fashion.
- e) Work with the Pastor and Business Administrator to monitor monthly spending within the Sacred Music and Liturgy department.
- f) Prepare written rehearsal and liturgical schedules for all ensembles.

4) Preparatory Work

- a) Study and prepare all scores for choral rehearsals, both for youth and adults.
- b) At the organ and piano, prepare all hymns, service music, and accompaniments.
- c) Also at the organ and piano, prepare voluntaries chosen from the broad and rich patrimony of classical repertoire.
- d) Point psalms and acclamations as needed.

5) Development and Recruiting

- a) Audition and recruit section leaders as needed.
- b) Recruit and train members for adult choir, children's choir, and other choirs that may develop.
- c) Recruit and train volunteer cantors and choir members within the parish.
- d) Plan and prepare an annual summer daytime children's choir camp to train and promote the chorister program.

6) Maintenance and Resources

- a) Oversee upkeep, maintenance, and tuning of all instruments in the possession of the parish.
- b) Catalog, inventory, and organize the library of choral music periodically.
- c) Provide hard and/or electronic copies of materials for all cantors and ensemble members.
- d) Take responsibility for copyright laws and licensure.
- e) Provide general upkeep of the music and choir areas.

NOTE: The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by the staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities required of the position. Assigned responsibilities may change, as Saint Joseph's needs change.

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities of this job.

Signature

Date

Qualifications and Competences

	Essential	Desirable
Education	Bachelor's degree	Graduate degree in a music-related subject
Musical Abilities	Thorough training in organ and piano service playing	Command of organ and piano repertoire, representing the complete compositional spectrum of styles and periods
	Ability to follow the intricacies of the liturgy while playing and conducting	Skilled in the art of improvisation
	Skilled in choral accompaniment from the organ or piano	
	Capable of conducting from the bench	
	Trained in choral conducting	Considerable formation as a vocalist
	Thorough knowledge of the choral repertoire	Understanding of performance practices appropriate to style and period
	Command of diction in English and Latin	Command of diction in additional languages
	Ability to read and execute the notation of Gregorian Chant	
		Proficiency with composition and arranging
	Effective and efficient choral rehearsal technique	
Specialty Knowledge	Thorough understanding of the Roman Missal and other liturgical books	Familiarity with ceremonial manuals of the Roman Rite by such authors as Adrian Fortescue and Peter Elliot
	Familiarity and knowledge with Ecclesiastical legislation on Sacred Music	
	Intimate familiarity with the Church's liturgical calendar	
Additional Skills	Technical understanding of the operation of musical instruments, and ability to troubleshoot	Skilled in minor organ repairs
	Proficiency with Microsoft Office, Google Suite, and other basic software.	Proficiency with Sibelius, Finale, or other music engraving software
	Ability to work with children and adults	

Personal Qualities	Knowledge and respect of Catholic doctrine and practices	Devout practice of the faith and frequent reception of the sacraments
	Ability to work under pressure and respond appropriately	Ability to adapt well to last minute changes
	Commitment to maintaining harmonious morale in the workplace	

Mental Demands:

- Verbal, written, and presentation communication skills
- Demonstrated ability to work well with others, including supervision
- Skills in relating with the public, the media, the shareholders (parishioners), and difficult people, and in managing conflicting expectations
- Confidentiality, integrity, and honesty
- Ability to work under pressure with frequent interruptions
- Coordinate and implement multiple concurrent tasks
- Ability to plan and organize to meet deadlines
- Maintain a positive and helpful attitude at all times, even during difficult times
- Maintain healthy boundaries for professional effectiveness and personal well-being

Physical Demands:

- Be able to work a varying work schedule with periodic long hours