

Saint Rose of Lima Parish
Roseville, Minnesota

Job/Position Description

Job/Position Title: Music Ministry Director

Date: July 1, 2017

Reports to: Pastor

FLSA – Exempt - Professional

Provides work direction to: Cantors, Accompanists, Choirs, and Assembly

Receives work direction from: Pastor

Resource Person to: Liturgy Committee, Art and Environment Committee

Schedule: Full-time with benefits

Purpose of the Position: To assist in providing liturgical music in accordance with the Catholic tradition to enhance the liturgies of the faith community; to provide musical leadership to Saint Rose of Lima assembly and music ministers, working with pastor and other liturgical staff, supporting the liturgical and spiritual guidelines of the parish mission statement, philosophy, handbook, and direction by the Pastor.

GENERAL RESPONSIBILITIES

- * Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. **It is preferred that this employee be an active, participating Roman Catholic.** Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

REPRESENTATIVE RESPONSIBILITIES - Music Coordinator

To be responsible for the oversight and management of the parish music program and provide strong musical leadership in conjunction with the pastor.

- * To work with pastor and leadership staff to make sure all staff members and volunteers are compliant with Archdioceses' rules and regulations.
- * To prepare Job Descriptions, Letters of Employment, Evaluations, etc. for all Music Ministry staff.
- * To prepare the Liturgy Budget for the Business Administrator.
- * To be well prepared for each liturgy.
- * To ensure that every liturgy is covered by a Cantor.
- * To manage and direct or support the directors for the Saint Rose of Lima Adult Choir, Funeral Schola, Saint Rose Bell Choir, Cantors, Instrumentalists, and Accompanists.
- * To provide supervision and support to the Contemporary Choir Director, Children's Choir Director and Youth Handbell Director and Liturgical Accompanist.

- * To plan and participate in wedding workshops, and act as a liaison to brides and grooms in the planning of their wedding music. To give the couples support and advise them in the preparation of their worship aids.
- * To recruit and train volunteer musicians.
- * To recruit and support volunteer instrumentalists and provide them with music and materials needed to play at St. Rose Masses. Music may need to be transposed by Music Coordinator for instrumentalists.
- * To act as director for the Funeral Schola. To recruit new members, support current members, purchase and maintain music and choir folders. Director is responsible to conduct monthly rehearsals from September - May and rehearse 1/2 hour prior to all funerals.
- * To provide support, training and materials for all volunteer cantors with the assistance of other Saint Rose Choir Directors.
- * To be an active member of the Saint Rose of Lima staff, attend weekly meetings and participate in special projects as needed.
- * To work with the Pastor to plan Liturgies and special liturgical events.
- * To be an active member of the Liturgy Committee, attending meetings and participating in special projects as needed, acting as the staff liaison.
- * To select congregational music for all Masses working with other choir directors in the department. Each choir director should select music for their own Masses with final approval of Music Coordinator.
- * To prepare liturgy guides for all funerals and other services when needed.
- * To prepare the projection screen PowerPoint presentations for all weekend and Holy Day Masses with the exception of school Masses.
- * To continually review and expand repertoire for choirs and congregation.
- * To utilize and develop talent within the parish, including singers and instrumentalists.
- * To schedule professional musicians when needed and provide them with music and support.
- * To hire and evaluate organists, pianists, and other choir directors when needed.
- * To schedule substitute organists when needed.
- * To maintain the music library and all equipment used by music ministry.
- * To prepare liturgy budget for Business Administrator and administer the music portion of the budget.
- * To provide parish accountant with invoices and receipts for music and supplies purchased.
- * To submit music staff payroll every 2 weeks to parish bookkeeper.
- * To offer opportunities for all Music Ministers to come together as one ministry. This could include: concerts, workshops, musical programs, combining different groups for special Masses or events, etc.
- * To plan social events and appreciation for volunteer music ministers.
- * To help create a productive environment where there is harmony, good morale, and cooperative teamwork; monitor self-productivity and take corrective action as appropriate.

REPRESENTATIVE RESPONSIBILITIES - Saint Rose Choir Director

- * To manage and direct the Saint Rose of Lima Adult Choir. The choir season runs from September through Pentecost, rehearsals are usually once a week and the choir sings every weekend with one weekend off per month. In addition the choir sings at major feasts and special occasions, as scheduled by the Music Coordinator. These could include Thanksgiving, Christmas Eve, Holy Thursday, Good Friday, Easter Vigil, Confirmation.
- * To develop and support the Saint Rose Cantors with the assistance of the Music Coordinator.
- * To work with other groups in the program, at times combining choirs for special liturgies and events.
- * To be present prior to all choir rehearsals and choir events that are your responsibility and be prepared to provide strong musical leadership throughout rehearsals and liturgies.
- * To be well prepared for each liturgy.
- * To recruit and train volunteer musicians and utilize and develop talent within the parish.
- * To select congregational and choral music for St. Rose Choir Masses, working with the Music Coordinator.
- * To submit music lineups to the Music Coordinator in advance as requested by Music Coordinator.
- * To continually review and expand repertoire for choirs and congregation.
- * To maintain St. Rose Choir music and folders in an orderly manner.
- * To help maintain the music library and all equipment used by Music Ministry.
- * To purchase new music within the budget set by the Music Coordinator and provide parish accountant with invoices and receipts for music and supplies purchased.
- * To fill out time sheets and submit them to the Music Coordinator in a timely manner.
- * To welcome and recruit volunteer instrumentalist to play with choir providing them with music and transpose music if necessary.
- * To schedule professional musicians when needed and provide them with music and support. This must be approved by the Music Coordinator.
- * To offer opportunities besides Mass for the choir to share their talents and grow musically such as: concerts, workshops, musical programs, combining different groups for special Masses or events, etc.
- * To plan social events and appreciation for volunteer music ministers.
- * To help create a productive environment where there is harmony, good morale and cooperative teamwork; monitor self-productivity and take corrective action as appropriate.

REPRESENTATIVE RESPONSIBILITIES - Saint Rose Adult Bell Choir Director

- * To manage and direct the Saint Rose of Lima Adult Bell Choir. The bell choir season runs from September through Pentecost, rehearsals are usually once a week and the choir usually plays 2 times each month. In addition the choir also plays at major feasts and special occasions, as scheduled by the Music

Coordinator. These could include Christmas Eve, Holy Thursday, Easter Vigil, Confirmation.

- * To work with other groups in the program, at times combining choirs for special liturgies and events.
- * To be present prior to all choir rehearsals and choir events that are your responsibility and be prepared to provide strong musical leadership throughout rehearsals and liturgies.
- * To be well prepared for each liturgy.
- * To recruit and train volunteer musicians and utilize and develop talent within the parish.
- * To select congregational and choral music for St. Rose Bell Choir Masses, working with the Music Coordinator.
- * To submit music line-up to the Music Coordinator in advance as requested by Music Coordinator.
- * To maintain bell choir music and folders in an orderly manner.
- * To help maintain the music library and all equipment used by Music Ministry.
- * To purchase new music within the budget set by the Music Coordinator and provide parish accountant with invoices and receipts for music and supplies purchased.
- * To welcome and recruit volunteer instrumentalist to play with choir providing them with music, transposing music if necessary.
- * To schedule professional musicians when needed and provide them with music and support. This must be approved by Music Coordinator.
- * To fill out time sheets and submit them to the Music Coordinator in a timely manner.
- * To help create a productive environment where there is harmony, good morale, and cooperative teamwork; monitor self-productivity and take corrective action as appropriate.
- * To plan social events and appreciation for volunteer music ministers.

Community Relations:

- * Attend and actively support most activities and events designed to support parish and school. A list of activities and events will be provided in August by the Pastor. The employee will be asked to identify those they can attend and ways in which to be supportive and express appreciation for support of the Parish. If there is a conflict for a specific activity or event, obtain prior approval for absence from the Pastor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required to the position.

The Responsibilities above preceded by (*) are considered essential functions of this position.

Qualifications:

- BA in Music.
- Possess knowledge of the Catholic Church operations and policies,
- Choral conducting skills and experience.
- Some keyboard skills preferred.
- Working knowledge of Finale or other music software.
- Experience managing volunteers.
- Dedicated commitment to the mission of the Church.
- Knowledge of liturgy and liturgical music principles.
- Possess skills in handbell ringing techniques and care of bells.
- Knowledge of music theory and ability to be an educator of musical matters.
- Self-starter; takes initiative in necessary work.
- Possess excellent interpersonal, communication, and organization skills.
- Successfully complete standard Archdiocesan background check

Mental Demands:

- Knowledge of the Catholic Church operations/policies, able to apply and explain within assigned areas of work
- Provide clear direction
- Work well with others and independently
- Establish trust and rapport
- Possess integrity and honesty.
- Foster good relationships among musicians, volunteers, clergy, and assembly.
- Keep supervisor informed of important matters.
- Maintain a positive and helpful attitude at all times, even during difficult times.
- Maintain an awareness of what is going on with related activities.

Physical Demands:

- Work for long periods of time when position demands.
- Arrive sufficiently early for rehearsals and liturgies.
- Attend evening meetings pertaining to Liturgical Ministry.
- Lift and move office items using proper techniques up 20 pounds.
- Go up and down stairs.