

# Director of Liturgical Music Job Description

## OVERVIEW

The Director of Music is responsible for all dimensions of liturgical music involved in the life of the parish; must be both musician and facilitator and able to play and teach proper liturgical music in addition to allowing others with musical talents to participate in this ministry.

## KEY RESPONSIBILITIES

- Providing liturgical music and choir direction for weekend, holy day masses and other parish liturgical celebrations.
- Recruiting for, establishing, and maintaining a music ministry of a choir, cantors, and instrumentalists under the direction of the parish pastor.
- Conducting weekly rehearsals including those with cantors and soloists, as needed.
- Working with the parish pastor to develop mass music plans.
- Participating in staff and other associated meetings.
- Making recommendations for music resources used by the parish.
- Seeking copyright permissions, as necessary.
- Other tasks as assigned.

## QUALIFICATIONS

- Actively practicing the teachings of the Roman Catholic Church.
- Able to satisfactorily complete background checks and training applicable to diocesan requirements.
- Practical experience with musical equipment and singing within a choir.
- High level of liturgical understanding.
- Professional communication skills.
- Ability to engage others in the important role of music within the worship community.
- Ability to work as a team with the pastor, volunteers, musicians, and children involved in the music ministry of the parish.
- Demonstration of openness to utilization of many forms of music.

## WORKING CONDITIONS

- FLSA Status: Non-exempt
- Work Status: Part-time
- Physical Requirements: Lifting up to 25 pounds; sitting and standing for long periods of time; bending and stretching
- Hours Per Week: 20 hours/week
- Work Schedule: Available for weekend masses, choir rehearsals, cantor rehearsals, funerals, special liturgies, and other music-related parish activities.
- Other: Must complete and submit timecard according to payroll schedule for signature. Hours over 20 per week must have previous approval by parish pastor/administrator.

***Applications are to be submitted by mail (309 Lotz Avenue, Altoona, PA 16602) or by email (stjohnsecretary@atlanticbb.net). Deadline for applications is May 10, with the position beginning on July 1.***