

MINISTRY LEADER JOB DESCRIPTION:

Music

Paid Position



Our Lady of Perpetual Help
Fiat Voluntas Tua

GOAL OF POSITION

The Music Ministry Leader is a professional who holds specialized credentials in music and who has a thorough understanding of Roman Catholic liturgy. This person of faith, under the supervision of the Pastor and in collaboration with the Ministry Liaison – Sunday Mass, is responsible for the effective planning, coordination, and execution of music within the liturgical celebrations of the parish.

“...Every liturgical celebration...is a sacred action surpassing all others” (Constitution on the Sacred Liturgy, #7). “Among the many signs and symbols used by the Church to celebrate its faith, music is of preeminent importance... Music should assist the assembled believers to express and share the gift of faith that is within them, and strengthen their interior commitment of faith” (Music in Catholic Worship, #23).

RESPONSIBLE TO

Ministry Liaison – Sunday Mass, and the Pastor.

JOB DESCRIPTION

The Music Ministry Leader is responsible for:

- 1. Directing the parish music program, selecting and planning music for Sunday liturgies and other major celebrations;*
- 2. Overseeing all music and musical groups in the parish;*
- 3. Maintaining and expanding current liturgical music library;*
- 4. Providing music and musicians for all Sunday masses;*
- 5. Recruiting, arranging, and coordinating special volunteer musicians for Christmas and Holy Week/Easter celebrations, conducting rehearsals and arranging music as necessary for these musicians;*
- 6. Recruiting qualified volunteers for the music ministry;*
- 7. Providing direction and guidance to music ministry volunteers;*
- 8. Providing liturgical formation, music education, and practical preparation for liturgical celebration for music ministry volunteers;*
- 9. Keeping abreast of current developments in liturgy and in music, and directing music ministry volunteers to available training workshops, and formational opportunities;*
- 10. Coordinating all music ministry volunteers and ensuring quality of musical performance during Masses;*
- 11. Executing management and effective utilization of sound system in the church.*

TIME REQUIRED

Part-time, 10-15 hours per week with additional hours at Christmas and Holy Week/Easter. Includes weekends and some evenings.

LENGTH OF COMMITMENT

This position will be reviewed and renewed annually.

TRAINING PROVIDED

Standard parish orientation provided by the Pastor, with opportunities for ongoing formation.

QUALIFICATIONS AND SPECIAL SKILLS

Music Ministry Leader:

- 1. A fully initiated member of the Catholic Church in good standing;*
- 2. Knowledgeable of liturgical norms and liturgical music;*
- 3. Proficient in at least one performance area (e.g. keyboard, choral, voice);*
- 4. Experienced ability to balance the use of traditional and contemporary music styles;*
- 5. Has the ability to teach and work well with volunteers;*
- 6. Is able to communicate well, including providing written materials for parish communications;*
- 7. 3-5 years' experience in church music setting preferred or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the required work and responsibilities.*

BENEFITS TO THIS POSITION

I will sing to the Lord all my life, make music to my God while I live.

--Psalm 104:33

Involvement in the music ministry offers many benefits. One becomes more attuned to the liturgy and the rhythms of the liturgical year. The Psalms and hymns become more familiar and can nurture one's spiritual life. The greatest benefit of all is the personal joy of full participation in the Liturgy, while serving God and leading others in worship.