

## **Director of Music Ministry and Liturgy**

### **Duties and Responsibilities**

#### **MUSIC**

- direct and manage Adult Choir
- direct and manage Youth Choir
- direct and manage a seasonal Christmas Children's Choir each December
- marketing / recruiting for membership
- preparation and scheduling of Cantors
- care and teaching of cantors, choristers, instrumentalists
- selection of music for parish liturgies
- oversee all activities with OCP, GIA, WLP publishers, and licensing
- prepare and adhere to annual budget for choirs and Music ministry in general
- preparation of instrumentalists
- care and maintenance of musical instruments
- serve as organist / pianist and cantor at all funerals and weddings
- be responsible for leading music at all three (3) weekend liturgies, plus Holy days, Solemnities.
- collaborates with Parish Business Manager on payment of extra musicians when necessary, such as Christmas and Easter, e.g. Accompanist, instrumentalists, violin, percussion, and brass.

#### **LITURGY**

- prepare quarterly schedule of Ministers, Extraordinary Ministers of Holy Communion, Altar Servers, Lectors, Home Communion Ministers, as well as Nursing Home and Hospitals
- prepare and adhere to annual budget
- marketing / recruiting of membership for Altar Servers, Ushers, Euch. Ministers, Lectors
- training and ongoing formation for above ministries
- preparation of Memorial Mass ( each November, for deceased over previous year )
- preparation for liturgical seasons, i.e. Advent, Christmas, Lent, Easter, etc.
- manage votive candles and ordering, inventory management
- procurement of sacristy needs.... Candles, incense, wicks, charcoal, etc.
- care and maintenance of sound system
- procurement of books and materials: Ordo , Music Issue, Lector training workbooks.
- oversee sacristans and floral arranger
- prepare liturgical calendar
- all inventory needs related to Liturgy ( see next page )
- oversee Annual change of Breaking Bread Missals ( typically day after Thanksgiving )

#### **HOLY CROSS CATHOLIC SCHOOL**

- serve as liturgy and music consultant when necessary
- serve as accompanist for school Mass every other Wednesday

## **FUNERALS**

- meet with families of deceased, to plan Funeral Mass
- coordinate / organize for Funeral... procure Altar Server, other ministers if necessary
- play music at funerals; the musician is paid a set stipend, by the funeral home, for each Funeral

## **WEDDINGS**

- this position gives “first right” to Musician / Liturgist, to play the music for each wedding at St. John the Evangelist
- specifically, the Parish desires that the Musician / Liturgist of the Parish be THE Musician for each wedding. Soloists and other Musicians are welcome to participate, but the Parish Musician must be present at each Wedding, as the head / lead musician
- the Parish Musician will be paid for each wedding, by the bride and groom, at a rate of the musician’s choosing

## **MINISTRY SCHEDULING**

- use the Parish Software, MSP, ( Ministry Scheduler Pro ), to produce four quarterly Ministry schedules (as mentioned above) This involves advanced long term planning, and close communication with All Ministers.

## **INVENTORY**

- altar candles of various sizes, and votive candles
- hosts ( large and small )
- altar wine
- incense & coals
- baptismal candles, oil candles and candle wicks
- anything needed for Choir... such as Binders, folders, sleeves, music repertoire
- monitor standing orders... such as Palms, Ashes, Hosts
- lector workbooks each year, as well as Missals for Congregation ( Breaking Bread )

## **STAFF MEMBER, Time and management**

- be able to interact with the staff
- attend staff meetings and prayer
- actively participate in the life, management, and direction of the parish, as staff member
- this position requires a high degree of advance planning, time management, working with, and managing / coordinating volunteers

## **OTHER RESPONSIBILITIES**

- Locking & unlocking of the Church as necessary, weekend Masses, Rehearsals, Holy Days
- Sacristy & Credence Table set-up