

Job Description: Minister of Music
Holy Spirit Parish

The Minister of Music is responsible for all liturgical music at Holy Spirit Parish.

The Minister of Music is supervised by the pastor and works with the pastor, parish staff, Worship Commission. It is a full time position.

Responsibilities include but are not limited to:

- Planning and selection of music for all liturgies at Holy Spirit Parish and working with other team members where appropriate
- Is the keyboardist for all liturgical celebrations and church services: regularly scheduled weekend liturgies, weddings, funeral vigil services and Masses, penance services, and holy day liturgies
- Recruiting, rehearsing, and directing a choir
- Developing booklets for weekend liturgies (monthly or seasonal), funeral vigil services and Masses, weddings, penance services, and other liturgical celebrations which require a worship aide
- Recruiting, training, rehearsing and scheduling cantors and song leaders, and preparing music for them
- Meeting with engaged couples to plan the music for their wedding
- Involving children of the parish in the music ministry whenever possible: children's choir, cantors, and instrumentalists
- Researching, previewing, and leaning new music
- Filing and cataloguing music and investigating new forms of worship aides
- Overseeing the maintenance and servicing of the musical instruments used for worship

The Minister of Music will assist other members of the Pastoral Staff in planning and implementing ideas for the liturgical celebrations of the parish.

The Minister of Music will attend staff meetings and Worship Commission Meetings.

The Minister of Music will attend diocesan workshops and other sources of education in the area of liturgical music.

The Minister of Music reports to and is evaluated by the Pastor.

In addition to musical ability, computer skills are required.

Revised: 10-23-2017