

Holy Family Catholic Church, Saginaw
Position Description

NAME:

DATE:

TITLE: Director of Music Ministry

SUPERVISOR: Pastor

STATUS: Part-Time 2, Non-Exempt, Hourly (15-19 hours per week - Depending on Liturgical Season)

I. GENERAL DESCRIPTION

Coordinate the planning, implementation, and administration of a comprehensive music ministry for the Holy Family Parish community that supports the gospel message and encourages “full, active, and conscious participation” for parish liturgies.

II. DUTIES AND RESPONSIBILITIES

- Prepare and coordinate the music for weekend liturgies in collaboration with the pastor, which will include two weekend liturgies and special liturgies, such as penance services, Holy Day Masses, Lenten services, funerals, etc.
- Prepare and provide music and texts for the Worship Aids for all liturgies.
- Prepare and execute the music for weddings and meet with the bride & groom as needed.
- Prepare and execute the music for funerals and meet with family to assist music selections.
- Develop a cantor ministry at Holy Family, recruiting vocalists and conducting rehearsals as needed.
- Maintain & organize music library of sacred/liturgical music.
- Obtain, update and record all copyrights for music used at Holy Family.
- Attend Worship Commission meetings.

III. COLLABORATIVE RESPONSIBILITIES

- The position is directly accountable to and evaluated by the pastor.
- This position collaborates with parish staff & commission members to achieve a successful liturgical music program.
- Maintain an open relationship with the Diocesan office of Liturgy and keep current with music trends and directives

IV. WORKING CONDITIONS

- This position will require working various hours including weekends, days and evenings, and holidays.
- Work is performed primarily in the church and office setting.
- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear and use repetitive motion of the hands/wrists and feet. Employee may be required to lift up to 50 pounds. The employee should also be able to ascend and descend more than 20 stairs.
- Valid driver’s license is required.
- This is a 52-week per year position that works an average of 15-19 hours per week, (depending on liturgical season)
- Includes liturgical planning, worship aide preparation, two weekend liturgies and any special liturgies.

- Weddings are stipend by the wedding couple.
- Regular reliable attendance is required.

V. QUALIFICATIONS

- Must have a high degree of proficiency in the use of piano and organ, as attested by formal credentials and personal performance audition.
- Should have a working knowledge of other instruments that are used in the liturgical celebrations.
- Must have the knowledge of the Church’s liturgical tradition.
- Must have the ability and desire to lead and sustain a program of quality congregational singing.
- Must have the ability to work with and communicate well with parish staff & commission members to achieve a successful liturgical music program.
- Attend the Diocese of Saginaw Safe Environment Training for new hire employees within the first 30 days of hire
- Successful completion of criminal background check, pre-employment physical and drug screening

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Signature of Employee

Date

Signature of Supervisor

Date