

# **Prince of Peace Parish of Linwood**

## **Position Description**

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**NAME:**

**DATE:**

**JOB TITLE: Music Director**

**SUPERVISOR: Pastor**

**STATUS: Part-Time II, Non-Exempt, Hourly (12-19 hours per week)**

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### **I. GENERAL DESCRIPTION**

The Church Musician is responsible for the organization, preparation, and execution of the liturgical music programs of the Parish. This person must be faith-filled, dynamic, compassionate, energetic, and willing to work collaboratively in a team environment. In addition, our musician should understand that music ministry is a vital element in what makes a parish amazing.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan and prepare music for Sunday and Holy Day Masses, as well as other seasonal liturgies, prayer services, and weekday Masses, as requested by the Pastor.
- Plan music for the Order of Christian Funerals with consideration of family wishes as informed by Pastor or designee.
- Oversee the planning of music for Order of Christian Matrimony with engaged couples.
- Arrange and oversee compliance with copyright laws and licensing procedures.
- Provide and/or prepare resources, e.g. worship aids, etc., as needed for community participation in the celebrations listed above.
- Recruit and train choir members and cantors.
- Serve on the Worship Commission as a resource person.
- Arrange for the maintenance and upkeep of organ, piano and other instruments used in liturgical celebrations.
- Participate in Diocesan liturgical formation & enrichment opportunities.

### **III. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Position reports directly to the Pastor
- Work collaboratively with other Parish staff members

### **IV. WORKING CONDITIONS**

- Ability to stand or sit for extended periods of time while directing or training.

- Ability to walk, bend, lift, or perform other work requiring low physical exertion.
- Ability to lift up to 25 lbs.
- Requires speaking, hearing, and adequate vision.
- Maintains an office in the Parish Offices.

**V. QUALIFICATIONS & SKILLS**

- Must have keyboard and vocal skills, as well as experience with contemporary Catholic worship in compliance with Diocesan guidelines.
- Attend meetings relevant to the position including regular individual meetings with the pastor, staff meetings, and various Liturgical Commission meetings.
- A thorough understanding of the Roman Catholic Liturgy, and the role of liturgical music.
- Is an active member of the Roman Catholic Church.
- Must be able to use standard office equipment.
- Successful completion of Criminal Background Check.
- Attend the Diocese of Saginaw Safe Environment Training within 30 days of hire.
- Works 12 to 19 hours per week, which includes Weekend Liturgies, Holy Days, Commission Meetings, and preparation time for liturgies.

**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.

**SIGNATURES**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please submit resumes to Jan at:**  
**office@princeofpeaceparish.net**  
**Deadline: February 15, 2023**