SAINT FRANCIS OF ASSISI PARISH OF SAGINAW
Job Description

TITLE: Director of Music **Date: November 11, 2026**
SUPERVISOR: Pastor
STATUS: Part-time 2, Non-exempt, Hourly ***(12-19 hours per week)***

GENERAL DESCRIPTION

Responsible for the planning, preparation, implementation, and administration of a comprehensive music ministry for the parish community that supports the Gospel message and encourages "full, active, and conscious participation" for parish liturgies.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop a music ministry plan for all parish liturgies in collaboration with the pastor, worship commission, and parish staff.
- Coordinate the staffing of all parish liturgies with competent musicians and vocalists.
- Recruit, train, and sustain quality cantors, psalmists and instrumentalists for the parish liturgies.
- Provide support to all parish staff members, accompanists, and volunteers involved in music ministry.
- Develop effective musical leadership within the parish.
- Attain, use, maintain and report copyright permission for music.
- Provide sheet music to the congregation with books, worship aids, and digital products as required.
- Oversee the maintenance and servicing of the musical instruments used for worship.
- Formulate and adhere to an annual music ministry budget.
- Serve on the Worship Commission as a resource person.
- Other related duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- The Director of Music reports to and is evaluated by the Pastor
- The Director of Music should maintain a collaborative relationship with parish staff, accompanists, and music volunteers
- The Director of Music maintains an open relationship with the Diocesan Office of Liturgy and keeps current with music trends and directives; participates in Diocesan liturgical formation and enrichment opportunities.

QUALIFICATIONS & SKILLS

Education: Bachelor's degree in church music, music education, music performance, or equivalent experience.

Experience: Must be proficient in keyboard. Experience teaching vocalists/ instrumentalists preferred.

Job Related Skills: Must be an individual who possesses a basic understanding of the teaching and traditions of the Catholic Church and who has a sound working knowledge of the Catholic faith and contemporary Catholic worship in compliance with Diocesan guidelines. Proficient in using general office equipment and computers including the use of email and Microsoft Office programs.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- **Hours of Work:** 19 hours per week, which includes Weekend Liturgies, Holy Days, Worship Commission meetings, and preparation time for liturgies and practices with cantors, choir and other instrumentalists. This position will require working various hours including weekends, days and evenings, and holidays.
- **Nature of Work:** 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 20 pounds. The employee should also be able to ascend and descend more than 20 stairs.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hired employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

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

- ***Supervisor's signature indicates assignment of duties, line of supervision***
- ***Employee's signature, after hire, indicates acceptance of duties and supervision***

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____