

Director of Music & Worship

Most Holy Redeemer Parish

San Francisco

Job Description: 3/4 time

Supervisor: Pastor

Job Summary

The Director of Music and Worship is a member of the liturgy team. The position is responsible for the liturgical music and worship needs of the parish community, and for the coordination of a comprehensive program for a full liturgical cycle, including special events during major seasons. The Director of Music & Worship shall be committed to Vatican II principles seeking to involve the assembly in active participation in the liturgy, especially in regard to music, and to grow the music ministry presence of the parish both within the parish and in outreach efforts in the neighborhood and community.

Primary Job Duties and Responsibilities

- Provide musical leadership for all masses and play/sing at 3 weekend masses (1 Saturday evening and 2 Sunday morning) as well as holy days, special masses, and other liturgical celebrations throughout the year
- Supervise and collaborate with musicians for the Sunday evening mass, especially for any special events or liturgies
- Weekly choir rehearsal for adult volunteer choir with paid section leads
- Schedule and prepare cantors for all Masses and liturgical celebrations
- Prepare worship aids for 3 weekend liturgies, and if necessary (in collaboration with the 6:30pm music team) for the Sunday evening liturgy
- Prepare and oversee music budget for the parish in cooperation with the parish finance council and pastoral staff
- Maintain parish music library
- Arrange for additional singers and instrumentalists for special liturgies including music selection, musical arrangement and rehearsal, especially for Lent, Triduum, Advent, and Christmas
- Arrange for substitutes when absent (vacations, professional development, etc.)
- Consultation for funerals and weddings (at additional stipend)
- Liaison with performing groups that use MHR as a concert venue
- Work collaboratively with other churches in the community for joint events
- Oversee maintenance, restoration and possible development of 1930's Austin pipe organ (log on to www.mhr.org/organ.html to view list of planned improvements)
- Oversee maintenance of two pianos (one studio, one grand).

Requirements

- Proficient in piano choral and vocal skills; ability to integrate instrumentalists; knowledge of music and liturgy in the Roman Catholic tradition, both contemporary and traditional repertoire
- Excellent communication, team building, and administration skills
- Ability to recruit, develop and maintain volunteers
- Proficient in developing choral and vocal skills with volunteer and paid singers
- Ability to work flexible hours, as needed, especially during special seasons
- Basic computer skills
- Degree in music preferred
- Organ proficiency preferred
- Local travel for business purposes and occasional overnight travel for parish training, etc. may also be required.