Director of Music Ministry
Our Lady of the Most Holy Rosary Catholic Community
5415 Fortuna Road NW, Albuquerque, NM 87105
505-836-5011 ext. 227
Barbara@holyrosaryabq.org

The Organization
Our Lady of the Most Holy Rosary Catholic Community is a multicultural, multilingual, multi-generational community of faith of 2,000 families, located on the West Mesa of Albuquerque, New Mexico. We take to heart the Second Vatican Council’s call to full, conscious and active participation in the liturgy by all the faithful.

The Opportunity
The Director of Music Ministry is responsible for leading and empowering the music ministers of our community. In collaboration with the Pastoral Associate for Worship and Sacraments, you will work to promote the full, conscious and active participation of the liturgical assembly through sung worship. Key responsibilities include:

- Prepare and direct the overall bilingual music ministry for Sunday liturgies (4), Feast days, Sacramental and devotional celebrations
- Direct music planning for the liturgical seasons and provide resources for the preparation of appropriate music for sacramental celebrations
- Facilitate ministerial collaboration, develop musical excellence, and encourage ongoing formation for parish music ministers
- Track inventory and care of parish instruments (including 2 Rodgers Organs, 2 grand and 2 studio pianos), church sound system and music equipment
- Maintain hymnals and develop worship aids, music supplements, and oversee copyright licenses and reporting

To be Successful
As a Director of Music Ministry in our Catholic Community, you will need:

- A Bachelor Degree in music (or equivalent) and 5 years pastoral experience in parish music ministry leadership
- Competency in piano/organ, choral direction, music arranging, and leading the sung worship of the liturgical assembly
- A working knowledge of Roman Catholic liturgy documents and their pastoral application
- Communication (bilingual English/Spanish is beneficial), team building, leadership, and organization skills
- The capacity to minister in a Vatican II pastoral environment with people of varying age, culture, background, and language

This full time position includes weekend, evening, and some holiday working hours. In return we offer a competitive salary, health and retirement benefits, flexible office hours, and opportunities for ongoing learning and career development.

Are you ready to join our ministry team?
Contact Barbara@holyrosaryabq.org to request a complete job description and application package.
This position will remain open until filled.
MINISTRY SPECIFICATIONS

<table>
<thead>
<tr>
<th>Position Title</th>
<th>DIRECTOR OF MUSIC MINISTRY</th>
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<tbody>
<tr>
<td>Employment Status</td>
<td>Full Time</td>
</tr>
<tr>
<td>40 hours/week</td>
<td>Exempt</td>
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<tr>
<td>Reports to</td>
<td>Pastor</td>
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<tr>
<td>Supervises</td>
<td>Volunteer Ministers</td>
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MINISTRY SUMMARY

The Director of Music Ministry, in collaboration with the Pastoral Associate for Worship and Sacraments, is responsible for the promotion of the full, conscious and active participation of the liturgical assembly through sung worship.

MINISTRY DUTIES AND RESPONSIBILITIES

Ongoing Development

- Cultivate an active prayer life, participates in the community’s prayer and seeks spiritual formation opportunities
- Pursue continuing education through workshops and in-service opportunities, professional reading, and involvement in ministry support organizations
- Strive to maintain spiritual, emotional, and physical health

Administration

- Regularly attend and participate in monthly Pastoral Team and Staff meetings, monthly committee meetings and team-implemented events
- Participate in budget planning and monitoring
- Collaborate with the Pastor, Pastoral Team and Parish Staff in the overall pastoral ministry of the parish
- Work with scheduling of ministry events as they impact the parish calendar
- Develop and maintain a music library
- Track inventory and care of all sound equipment and major instruments on the church campus.
- Maintain hymnals and develop worship aids, seasonal music supplements, and orders of worship in collaboration with the Pastoral Associate for Worship and Sacraments
- Obtain appropriate copyright licenses and ensure usage reporting

Ministry Activities

- Facilitate collaborative music ministry for the support of full, conscious and active participation in the liturgy by all the faithful
- Prepare, rehearse and direct the music ministry for Sunday liturgies (4), Feast days, Sacramental and devotional celebrations, including but not limited to: Paschal Triduum, Christmas, Parish Fiesta, Confirmation, Our Lady of Guadalupe, and Holy Days
- Recruit new music ministers, develop cantors, and empower their ongoing formation
- Encourage the musical and personal growth of all parish music ministers, choir members, cantors, and instrumentalists
- Direct seasonal music planning and collaboratively develop music for bilingual liturgies for major feasts, seasons, and sacramental celebrations
- Serve or make arrangements for substitute music ministers as necessary
- Develop a parish children’s choir
- Provide resources to facilitate the selection of appropriate music for weddings and funerals, and lead the music ministry for funerals as needed and available
- Collaborate with faith formation personnel to prepare music and music ministers for sacramental celebrations, and teach and rehearse music with candidates
- Foster respect for devotional and cultural diversity and inclusivity at all levels

Other

- Take on pastoral tasks other than those indicated as needed and available
MINISTRY QUALIFICATIONS

**Education and Experience**
- B.A. degree or equivalent in Music, Liturgical Music, or related music field
- Five (5) years pastoral experience in Roman Catholic parish music ministry leadership

**Skills and Abilities**
- Competency in keyboard accompaniment (piano/organ), choral conducting, and facilitating the sung prayer of the assembly
- Ability to articulate clearly the Liturgical Documents of the Roman Catholic Church as they relate to sacred music and liturgy
- Fluency in English and Spanish, preferred
- Excellent written and oral communication and interpersonal skills
- Competence in computer software programs including but not limited to: Microsoft Office, internet and email protocol, etc., and capacity to learn ministry specific programs such as liturgy.com
- Leadership, team building, empowerment, and organization skills
- Competence in visioning and program development
- Ability to meet deadlines
- Ability to honor and maintain confidentiality
- Capacity to minister in a Vatican II pastoral environment

**Personal Characteristics**
- Interest in fostering the faith life of the community and its members through worship, evangelization, and renewal
- Enthusiasm for ministry, creativity, and the ability to work both independently and with others
- Fully participating membership in the Catholic Church
- Commitment to growth as a person and as a follower of Jesus
- Respect for a variety of cultural expressions of faith

**WORKING ENVIRONMENT**

This position requires working in an office and church worship setting and may include sitting, standing, and walking to perform necessary tasks. Evening and weekend work is often required. The employee is expected to work primarily onsite, with minimal travel.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties and skills.