



Diocese of Orange, St. Joseph Catholic Church

Job Title: Director of Music Ministry

Reports to: Pastor, Director of Business Administration

FLSA: Exempt; Full-Time; Salary; Benefit Eligible

Supervises: Volunteer and Paid Music Ministers

Primary Ministry:

To lead the planning, coordination, and implementation of music within the liturgical celebrations of the parish, in collaboration with the pastor, parochial vicar, director of liturgy, senior parish staff.

Qualifications & Experience:

- bachelors degree or equivalent experience in music and liturgy
- planning and coordinating liturgical worship
- proficient in piano or guitar
- proficient in voice, and experience in leading assembly in song
- proficient in conducting choral groups and ensembles
- an understanding of the Hispanic culture and spirituality
- strong interpersonal skills
- effective spoken and written communication ability
- proficient computer / software skills
- familiarity with sound systems, set up, and usage

Areas of Responsibility:

- Build and sustain assembly singing at all Sunday Masses, feasts, religious education liturgies, and other liturgical celebrations as determined by the pastor
- Be personally present at five of seven weekend liturgies:
 - Personally cantor and accompany four masses. Music Director will have the liberty to choose masses and rotate as desired to maximize exposure to all parishioners. Music Director is responsible for supervising cantors and/or groups that lead music at masses in which the music director is not directly leading/conducting. The Music Director is required to conduct the choir at 10:30 am Mass every Sunday.
- Coordinate song and / or accompanist at both Spanish Masses
- Plan music all Sunday Masses, feasts, religious education liturgies, and other liturgical celebrations as determined by the pastor
- To recruit and supervise paid / volunteer cantors and musicians
- Meet regularly with the pastor/parochial vicar and liturgy coordinator.

Date Prepared:

01/20/2015

Revised:

11/02/2019

Approved By:

Fr. Miguel Hernandez

- Attend the parish staff meeting (2x / month), lead the liturgy meeting (4x / year)
- Prepare annual music budget; secure license and copyright information, and complete all administrative duties associated with this position
- Coordinate music for various ministry specific liturgies upon request (i.e. confirmation, first communion, etc...)
- Meet with wedding/funeral points of contact to oversee music planning and facilitation.

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