PARISH OF DIVINE MERCY
Oakland,  CA

Job Title:  Music Director 2
Job Grade:  M-5
Category:  Exempt

The Music Director/Leader at Divine Mercy Parish coordinates and overseas the Parish’s music program.  He/she assists parishioners at Parish liturgies to pray through music.

Essential Job Functions:
--Manages, supervises, and prepares music ministers.
--Organize the choir and provide appropriate music for Sundays.
--Report directly to the Pastor regarding duties and parish policies.
--Discuss and arrange with families asking for music at Funerals or Weddings.
--Provide an accompanist/cantor at Funerals or Weddings when requested and at parish Masses when required.
--Fill out a monthly timesheet for all musicians and submit to the Parish Office.

Choir Management
--Prepares and directs choirs/cantors for Sunday liturgies and special celebrations.
--Supervises, trains, recruits volunteer cantors as liturgical music ministers when needed.

Spiritual and Professional Growth
--Continues professional development and spiritual enrichment.
--Expands knowledge of, and familiarity with Catholic sacred music; Gregorian chants; polyphonies.

Administrative Responsibilities
--Develops and/or reviews the annual budget for the music ministry department if necessary.

Parish Leadership
--Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, sacred music, etc.

Non-Essential Job Functions:
--Attend parish functions when possible.

Requirements:

- Knowledge of the Roman Catholic liturgy.
- Must be able to work independently with little supervision.
- Must be able to have flexibility in work hours when appropriate.
- Excellent organizational skills required.
- Encourage existing volunteer choir in their apostolate through rehearsals, etc.

Contact:  Fr. Glenn Naguit at gnaguit@divinemercyoak.org or at (510) 530-0761 (ext. 106)