

Holy Redeemer Catholic Church
Description of Responsibilities
August 2024

Director of Music Ministry
Part-time position

General Description: Collaborates with the Pastor in providing the Liturgical Music for Holy Redeemer Catholic Church

Accountability: Reports to the Pastoral Associate

Specific Ministry Responsibilities:

- Select and plan the music for the weekend liturgies, major feasts and other special liturgies as requested by the Pastor. *Weekend masses are 5:00 pm on Saturday and 9:00 am on Sunday.*
- Responsible for preparing the choirs and cantors for the weekend liturgies.
- Train and schedule cantors for those masses without a choir.
 - *Currently we have cantors for the 5:00pm Saturday and 9:00am Sunday Masses.*
- Provide liturgical formation, music education, and practical preparation for cantors/leaders of song, choral and instrumental groups.
- Recruit and schedule accompanists/musicians for all weekend liturgies, major feasts, and other special liturgies as requested by the Pastor.
- Responsible, directly or indirectly, for Funeral/Resurrection Choir and accompanist.
 - You will be notified by the Pastoral Associate of funeral day and time.
- Responsible directly or indirectly, for teaching new songs to the congregation.
- Responsible for recruiting new choir members and cantors to the music ministry and building up choir membership.
- Assist the school music teacher with school liturgy preparation.
 - Responsible for selection of music, as well as preparation and playing of music for 7:45am School Mass.

Other Responsibilities:

- Prepare the hymn board for weekend liturgies.
- Notify the business office for biweekly payment of the accompanists.
- Prepare practice tapes/CD/YouTube lists if necessary.
- Assist in preparing worship aids when necessary.
- Provide leadership in areas related to liturgical music, e.g. select and maintain musical instruments, coordinate services and schedules of parish musicians, assure copyright permission, order yearly missalettes, etc.
- Serve as a resource consultant for parish concerns regarding music, e.g. weddings, missions, etc. as requested by the Pastor or Pastoral Associate.
 - First right of refusal for accompanying weddings

- Keep abreast of current developments in liturgy and music.
- Foster unity among all parish musicians and create a spirit of harmony with the Pastor, staff and other liturgical ministers.
- Promote good public relations both within and beyond the Parish.
- Engage in parish fellowship opportunities with the intent of getting to know parishioners and their gifts and talents.
- Attend bi-weekly staff meetings and staff development opportunities.
- Keep regular agreed up office hours.

Employees shall exhibit behavior and lifestyle values in accord with Catholic teachings. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

I have read, and understand the requirements of this job. I am able to perform the essential functions of this job with or without accommodations. I understand the responsibilities and duties that I am to accomplish in this position.

Signature

Date

Parish Representative

Date