

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 directly to the Pastor

Specific Ministry Responsibilities:

- Select and plan the music for the weekend liturgies, major feasts and other special liturgies as requested by the Pastor.
- Responsible for preparing the choirs and cantors for the weekend liturgies.
 - Previously the Children's/youth choir, Contemporary choir and adult choir each sang once a month at the 9:00am Mass on Sunday.
- Train and schedule cantors for those masses without a choir.
- 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.
 - Notify funeral home with the name of the accompanist. You will be notified by the Pastor or the office of funeral day and time.
- Responsible directly or indirectly, for teaching new songs to the congregation.

Other Responsibilities:

- Prepare the hymn board for weekend liturgies.
- Notify the business office for biweekly payment of the accompanists.
- Selection of music and preparation of cantors and playing of music for the weekly school mass.
- 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.
 - 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.