



**JOB TITLE: DIRECTOR OF MUSIC**

**REPORTS TO: Pastor/Principal**

**FSLA: Full time; Exempt Employee**

---

**GENERAL SUMMARY:** The Director for Music is an integral member of the School and Parish staff. This person is responsible for the effective planning, coordination, and execution of music within the Liturgical celebrations and life of the Parish community. He/she is gifted with a vision of how a local Church can develop its potential. "Among the many signs and symbols used by the Church to celebrate its faith, music is of preeminent importance ... Music should assist the assembled believers to express and share the gift of faith that is within them and strengthen their interior commitment of faith" (Music in Catholic Worship, #23). Major responsibilities include providing leadership in all areas related to Liturgical music; ensuring appropriate music that touches hearts and minds at Parish celebrations; recruitment, training, scheduling of music ministers; development and coordination of choirs, ensembles, etc.

---

**ESSENTIAL JOB FUNCTIONS:**

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

• **MANAGEMENT**

- Attend All-staff meetings
- Direct all aspects of the Parish music program: select and plan music in cooperation with the PA for Liturgy and Worship and other choir/ensemble directors
- Supervise the hours, payroll, scheduling, and performance of all paid and volunteer music ministers
- Prepare and manage the budget for the School and Parish music programs in collaboration with the PA for Liturgy and Worship
- Maintain records, invoices, etc. as appropriate.
- Return phone calls, emails, etc. in a prompt and professional manner
- Maintain office hours needed to effectively accomplish the work of the department
- Oversee selection, purchasing, storage, inventory and maintenance of instruments and equipment needed for music ministry
- Prepare work orders, set-ups, purchase orders, etc. according to Parish procedures
- Ensure that Parish use of music conforms to stated directives and Liturgical norms
- Work with PA for Liturgy and Worship to set annual calendar and goals/objectives for department, evaluating and adjusting the ministry as needed to meet the needs of the Parish
- Maintain music usage licenses and reporting of music utilized in the Parish
- Maintain library of musical compositions; proof Solo book for Choir rehearsals; mark music for musicians/cantors and coordinate music for performance/rehearsals
- In collaboration with Pastoral Associate for Stewardship and Communication, develop effective recruitment and publicity of music ministry (print, bulletin, social media, website, video, etc.)
- Flexible work hours to accommodate needs of School and Parish (including evenings, weekends, holidays, holy days, missions and special events, etc.)
- Provide appropriate communication to the Pastor, Principal and Parishioners as needed regarding and related to Parish music ministry
- Collaborate with the PA for Liturgy and Worship and Parish leadership in the development of appropriate policies regarding Liturgical celebrations (i.e. funerals, weddings, quinceañeras, etc.)
- Attend annual National Pastoral Musicians conference as well as Archdiocesan Conference
- Ensure orderliness and functionality of Music Room
- Collaborate with the PA for Liturgy and Worship and with other staff to ensure quality Liturgical celebrations for Baptisms, weddings, funerals, 1st Communions, Confirmation, etc.
- Keep informed of current developments/best practices in Liturgical music, and direct music ministers to available training workshops, and formation opportunities.

- Develop worship aids and/or digital media for all Liturgical and para-liturgical celebrations
  - Recruit, develop, and supervise any volunteer clerical/administrative assistants needed for the effective administration of the program
  - Establish a consistent day off while respecting the limits/needs of the Liturgical seasons
- **DIRECT CHOIRS/MUSIC**
    - Serve as primary accompanist for all Sunday and other major celebrations, including weddings, funerals, baptisms, quinceañeras, etc.
    - Arrange for additional accompanists as needed
    - Recruit, motivate, train and supervise all paid and volunteer Parish music ministers
    - In collaboration with the PA for Liturgy and Worship, provide ongoing formation for cantors, choirs, and instrumentalists
    - In collaboration with school music teacher, prepare school children for hymns and sung responses for weekly school Mass
    - Determine the Parish music repertoire for all liturgies (including, but not limited to, Sundays, Holy Days, weddings, funerals, and other Parish events)
    - Personally meet with couples to select music for weddings
    - Work in unison with Funeral Ministry to meet with families preparing for the funeral Liturgy
- **LITURGY COMMITTEE**
    - Serve as an active member of the Parish Liturgy Committee
- **SPECIAL EVENTS**
    - Collaborate on special events with other departments/school as needed or requested (e.g. Living Stations, Parish mission, Advent Concert; Taizé Prayer; All Souls remembrance, installations, May Crowning, graduation, Archdiocesan Conference, Chrism Mass, or other archdiocesan events, etc.)
    - Plan, coordinate, execute, and direct an annual musical entertainment/or sacred reflective event for the Parish
    - Work with PA for Stewardship and Communication to publicize special events as needed
- **EQUIPMENT**
    - Oversee sound system and all equipment associated with the sound system
    - Ensure working order of all musical equipment/instruments (i.e. piano tuning)
    - Work with lighting and sound technician to ensure proper sound quality for services, special events, etc.
- ❖ In addition to the above, any other assignment, project, responsibility or duty assigned by the Pastor, Principal, Pastoral Associate and Executive Director of Parish Operations and/or the Archdiocese.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Bachelor's Degree or higher in Music, certification in Liturgical Ministry, or similar degree
- Membership in National Association of Pastoral Musicians
- Minimum 5 years of experience in Roman Catholic Liturgical music
- Minimum 3 years choral directing experience
- Successfully pass background checks, safe environment training, CMG Connect as well as other training required by the Parish/Archdiocese
- A practicing Catholic in good standing with an active faith life
- Knowledgeable of and comfortable with Church music literature in all forms and styles for the congregation, choirs (adult, teen, and children), vocalists, and instrumentalists
- Participate in staff meetings, retreats, and other trainings as needed or requested
- Mandated reporter of suspected violence or abuse
- A strong knowledge of Catholic Church teaching and a familiarity with its structures, functions and institutions ... a strong understanding of Liturgy, church music, Liturgical and sacramental documents, a familiarity with Sacred/contemporary Catholic music and Liturgical principles

- Be able to make decisions and assume responsibility for delegated tasks
- Willing to work evenings, weekends, and holidays as needed or requested to accommodate needs of programs
- Maintain a professional manner in dress, attitude, and interaction with staff, Parishioners, volunteers, and public
- Experience as an effective leader and administrator skilled in communication, pastoral planning, budgeting, and volunteer management
- Vacation/time off requests are not to exceed 3 weekends away per fiscal year; vacation is to be avoided on Christmas Eve/Christmas, Holy Week, Lent and Easter, the octaves of Christmas and Easter, the Solemnities of Pentecost and Christ the King, and during the annual Parish Mission unless approved by the pastor.
- Proficient in piano, keyboard, and organ; knowledge of group vocal techniques for adults and children
- Must possess excellent organizational, interpersonal, and conflict management skills
- Dependable, responsible, and self-motivated team player able to work in a fast-paced Parish environment
- Detail-oriented with ability to prioritize tasks in a timely and professional manner
- Able to attract, recruit, motivate, educate, and retain members in the ministry
- Maintain a cooperative attitude and effective working relationship with all ministries (Parish and diocesan), church and Parish groups, employees, volunteers, and Parishioners
- Promote a culture of respect and dignity for all staff
- Work well with the public and can represent the Parish favorably with internal and external groups
- Ability to organize time and work effectively and efficiently with little or no supervision
- Have knowledge, ability, and skill needed to effectively utilize computer, peripheral equipment, various software, and other office equipment as needed
- Able to maintain good boundaries and confidentiality
- Recognize and respect all cultural and ethnic diversity
- Ability to multi-task and manage several programs/projects at the same time

#### **EXPECTATIONS:**

---

All Parish employees are expected to support the leadership, programs, and ministries of the Parish. In addition, employees, in the course of their employment, and/or by virtue of their position(s), may come into possession or gain confidential information about the Archdiocese of Las Vegas/St. Viator Catholic Community, its operations, employees, students, Parishioners and/or volunteers. Such information shall not be discussed outside of the department and under no circumstances should be discussed outside of the Archdiocese of Las Vegas/St. Viator Catholic Community. Because all archdiocesan employees represent the Roman Catholic Church, they are expected to respect the teachings and practices of the Church and conduct themselves according to the goals and mission of the Church in performing their work.

#### **WORKING CONDITIONS:**

---

Work hours may vary to accommodate specific tasks or events.

#### **DISCLAIMER ABOUT DUTIES AND RESPONSIBILITIES:**

---

This job description provides a general overview of the duties and responsibilities associated with the position, but it is not an exhaustive list of all tasks and qualifications required. Reasonable accommodations can be made for individuals with disabilities to perform the essential functions. Other duties of similar nature or level of difficulty may also be required. You should be aware that your employment with the Archdiocese of Las Vegas constitutes AT WILL employment. As a result, both the Archdiocese and you are free to terminate the employment relationship at any time. This description is not intended to create a contractual agreement and is subject to change. For further information, please refer to the Archdiocese of Las Vegas Employee Handbook as the governing document for all employee matters.

**NOTE:** St. Viator Catholic Community and School adheres to the Charter for the Protection of Children and Young People of the United States Conference of Catholic Bishops, the Safe Environment program, and related programs/procedures of the Archdiocese of Las Vegas for the safekeeping of God's children. As such, prospective employees are required to complete CMG training, fingerprinting, and background check before employment.