



## Job Description

**Position:** Parish – Director of Liturgical Music

**Status:** \_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time  
\_\_\_\_\_ Exempt      \_\_\_\_\_ Non-Exempt      \_\_\_\_\_ Volunteer

**Reports To:** Pastor

---

Primary Function:

Serves the parish as principal musician, organist or pianist and/or choir director, according to the highest standards established by this profession.

### **MINIMUM QUALIFICATIONS:**

#### **Education, Training, Abilities and Experience:**

- Must have a high degree of proficiency in playing the organ and/or piano, as attested to by formal credentials and a personal performance audition
- Should have a working knowledge of other instruments, which might be used in liturgical music
- Demonstrated skill as an effective choral conductor
- Has knowledge of the Church's liturgical tradition as well as current liturgical practices
- Has a good knowledge of quality repertoire available for liturgical music programs for adults and children's choirs
- Ability to work independently, organize and arrange priorities
- Ability to schedule and produce work on a timely manner
- Initiative and self-direction
- Verbal skills to communicate and work closely with parish staff and others
- High level of discretion and integrity Should have a working knowledge of other instruments, which might be used in liturgical music
- Regular weekend and evening work hours required
- In addition to regular parish liturgical schedule, the Director of Liturgical Music may be required to provide music for additional services during Holy Week, sacramental celebrations, parish missions, weddings and funerals.

**Primary Duties and Responsibilities:**

- Provides service playing for the regular parish liturgical celebrations, including weddings and funerals, with particular attention to accompanying the assembly
- Trains and directs choirs, instrumental ensembles and cantors
- Prepares assembly for liturgies through rehearsals prior to liturgies
- Provides for liturgical updating and education of the parish
- Introduces new music and encourages congregational participation
- Communicates through the parish bulletin when needed
- Actively participates in parish organizations, including parish staff, Worship Committee, Liturgy preparation groups or music support committee
- Maintains and further develops professional and personal skills through practice and in-service training conferences
- Develops budget for liturgical music and is accountable for music expenditures
- Maintains the parish music library
- Follows church and legal laws regarding copyrights and copying music
- Participates or cooperates with liturgical music projects of the deanery or diocese, when feasible
- May be involved in the parish school music program

**Physical Demands:**

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

**Employee Acceptance and Acknowledgement:**

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

---

Employee Signature

---

Date