



Diocese of Owensboro Job Description

Position: Director – Office of Music

Status: Full Time Part Time
 Exempt Non-Exempt Volunteer

Reports To: Office of the Bishop, Diocese of Owensboro

Primary Function: The Director of the Office of Music is mandated to improve the liturgical music in the parishes and other institutions of the diocese by 1) modeling liturgical music at diocesan liturgies which reflect the laws, values, and principles on music outlined in the various liturgical documents; 2) collaborating with the professional and volunteer musicians at these celebrations; 3) providing educational, spiritual, and other opportunities to parish music ministers; 4) providing resources on legal compliance regarding copyright and other matters, and ensuring that compliance occurs on the diocesan level; 5) assisting with matters pertaining to acoustics, sound systems, and musical instruments; 6) providing parishes with counsel regarding personnel (both professional and volunteer); 7) assisting the clergy of the diocese with their liturgical gatherings, including convocations, retreats, ordinations, and funerals. 8) assisting parish ministers with the implementation of the celebration of the *Liturgy of the Hours*.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- A pastoral, prayerful person committed to personal and professional growth.
- Competent in communications, interpersonal and relationship "people" skills
- Professionally trained and skilled with a Bachelors in Music, plus advance level training in Music Theory and Liturgy with at least 10 years' experience in music ministry.
- Knowledgeable in Catholic liturgical practices
- Computer competent (e.g., Microsoft Office, Publisher)

- Knowledgeable and competent of various styles and forms of church music and the appropriate incorporation of such into liturgy
- The ability to relate with and work side by side with diocesan staff and faithful.
- Flexibility and availability to work evening and weekend hours.
- Commitment to the mission of the Catholic Church.
- The ability to successfully complete a criminal history and background check.

Primary Duties and Responsibilities:

LITURGICAL:

- Ability to implement the directives and ideals regarding music in the liturgical documents.
- Ability to graciously direct the assembly's music in a liturgical assembly.
- Ability to work in liturgical rites other than the Eucharist, including the *Liturgy of the Hours*.
- Ability to work closely with the Office of Worship on diocesan events and various collaborative projects.

MUSICAL:

- Advanced level training in music in all the areas common to Roman Catholic liturgy, including proficiency on various musical instruments, choral and instrumental conducting skills, arranging skills, and all basic music skills including, ear training, formal analysis, counterpoint, and rhythmic articulation.
- Thorough knowledge of the current Roman Catholic repertoire, as well as the official music books of the Church (*Graduale Romanum*, etc.);
- Demonstrated ability to use music industry standard computer software (*Finale* and other programs).

PASTORAL:

- Ability to forge strong relationships with the parish music ministers of the diocese and the Office of Music, and with the pastors of parishes.
- Ability to work with various cultural communities in liturgical and pastoral contexts.
- Ability to relate to the various members of the diocesan staff.
- Requires flexibility in work hours due to special events which take place outside of the normal workday.

CUSTODIAL:

- Ability to manage the stewardship of the diocese's tangible musical resources, including printed music, musical instruments, legal licenses, and contracts, etc.

OTHER SKILLS:

- Relates in a friendly, competent and confidential manner with the diocesan staff members.
- Relates in a friendly, competent manner with all persons encountered in this ministry.

- Exercises independent discretion and judgment in making decisions for the Diocese’s Office of Music. Also recommends strategies, programs policies, course of action for the Diocese’s Office of Music.

Describe the relationships that must be managed/coordinated:

Internal: Relates in a friendly, competent and confidential manner with the entire diocesan staff.

External: Relates in a friendly, competent and confidential manner with all persons encountered in this ministry.

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