

# *Director of Music Ministry*

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*St. Joseph Catholic Church  
Erie, Michigan*

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This position is full time and is classified as exempt with benefits available. If you are interested in applying please email your resume and cover letter to [parish@stjosepherie.com](mailto:parish@stjosepherie.com).

## **SUMMARY:**

This is a full-time, salary (exempt) position under the direct leadership of the Pastor. The Director of Music Ministry gives musical and vocal leadership to the traditional worship services of St. Joseph Catholic Church by using the organ to lift the congregation in music for the praise of God.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Responsible for all music associated with worship, religious education, school, social ministry, and evangelization in the parish; selecting appropriate hymns from the current musical selection which are reflective of the liturgical season and designated Scripture texts
- Choose and purchase organ/liturgical music within the approved budget
- Responsible for performing three to four liturgies per weekend (or major feast day) as accompanist (piano/organ)
- Provide competent and qualified substitutes, as needed
- Coordinate all musicians/singers and ensure quality of musical performance during masses at which these people minister
- Planning and executing the music at all weekend and school liturgies, as well as special celebrations:
  - Ash Wednesday, Holy Thursday, Good Friday, Easter Vigil; the holy days of obligation, the parish secular feasts, Christmas, Thanksgiving, and All Souls Day
  - School Masses (usually 1 per week on Friday) during the School Year.
  - Sacramental celebrations of confirmation, reconciliation (for Advent and Lent), and First Communion
  - Weddings and funerals
- Oversee the tuning and maintenance of the church organ within the approved budget
- Attend meetings (1:1 with Pastor; Worship Commission; staff, etc.) as determined by Pastor
- Coordinate weekly rehearsals with Liturgical Choir September through May/June
- Coordinate monthly (or as needed) rehearsals with parish Cantors
- Facilitate the scheduling of Cantors
- Designing and printing seasonal and/or special occasion worship aids, including any additional music not found in the parish hymnal
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position has no direct reports but will need to work diligently with all members of the choral department including but not limited to Cantors, Organist/Pianist, members of the Choir, etc.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions. Additional qualifications include:

- Proficiency in both piano and organ
- Strong choral conducting skills
- Strong vocal skills
- Knowledge of sound equipment, or willingness to learn

## **EDUCATION and/or EXPERIENCE**

No formal education is required, just a love for music and the ability to use music to express devotion through heart-felt worship.

## **SPECIAL SKILLS REQUIRED**

Must possess strong interpersonal skills. Must demonstrate good communication skills both written and oral. Must be able to manage multiple tasks and projects in a fast-paced environment. A wide degree of creativity and latitude is expected.

## **LANGUAGE SKILLS**

Ability to read and interpret documents. Must have ability to write routine reports and correspondence and to communicate effectively using the telephone, Fax, E-mail etc. Ability to speak effectively before groups of parishioners and members of the choral department.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral or diagram form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 regularly required to stand; sit; use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Must be able to climb at least two flights of steep stairs to the choir loft.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Typical duties of this job are performed in an office or church setting.