

DIRECTOR OF MUSIC
HOLY CROSS CATHOLIC CHURCH

Classification: Part Time, nonexempt

Reviewed: 03/2022

Catholic Requirement: Yes

Ministerial Character

The Pastor is the visible principle and foundation of unity in the Parish (Holy Cross Catholic Church) which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at Holy Cross Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Job Summary:

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The Directory of Music Ministry is responsible for planning, organizing, and implementing a music ministry across the parish to include leadership of liturgical music and the development and direction of multiple choirs in English other African languages. The position reports to the Pastor and operates under general supervision with some latitude for the use of independent judgment and initiative.

Essential Job Duties:

- As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of Holy Cross Catholic Church in both your professional and personal life.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church.
- Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.
- Produce consistent, high-quality liturgical music for Holy Cross Catholic Church
- Provide guidance and leadership to volunteer choirs, cantors, and instrumental musicians including rehearsals, preparation, and music selection.
- Directs choirs, cantors, and instrumentalists at assigned liturgies.
- Direct and provide music for the Sunday Eucharist, namely Masses on Sunday
- at 8:00 a.m. and 10:00 a.m.
- Develop and monitor music budgets and supervise any music expenditures.
- Recruit, assess and evaluate the performance of volunteers and contract musicians.
- Ensure that parish and diocesan guidelines within the Ethics and Integrity in Ministry program are followed and promoted.
- Select music in a collaborative manner with the respective choir and pastor in accordance with liturgical norms to engage the participation of the congregation.
- Collaborate with the pastor, and under his leadership ensure that the efforts of music ministry is integrated with the overall mission of the parish.
- Promote the culturally appropriate musical traditions that have been reconciled with Catholic teaching to draw the heart of the peoples into worship.

- Encourage the rich musical talents of Holy Cross parishioners, especially young people, by providing meaningful opportunities to minister.
- Plan and direct music for special liturgies, including but not limited to, Holy Days of Obligation, Ash Wednesday, the Sacred Triduum, and missions/revivals.
- Teach and encourage the assembly and congregation to sing.
- Establish and lead weekly rehearsals in addition to warm up prior to Mass.
- Provide or facilitation opportunities for the formation of persons concerning all elements of music ministry (this would include ongoing formation of choirs and ensembles, priests, deacons, and liturgical ministers).
- Collaborate with the pastor to ensure there are substitute musicians scheduled on a timely basis when planning to be absent.
- Contribute to the development of worship aids when needed.
- Provide music for weddings and funerals as requested when available.
- Ensure compliance with copyright law and licenses.
- Maintain continuing education by attending Catholic music and liturgy workshops.
- Encourage joint community celebrations with neighboring churches and schools to promote good public relations both within and beyond the parish.
- Participate in the diocesan events to bring about internal and external awareness for Holy Cross Church.
- Plan and execute other events, such as dramatic presentations with youth and liturgical dancers.
- Project action plan and schedule of events to achieve desired goals.
- Work with other music ministry members to control expenses, raise funds.
- Promote the music culture unique to Holy Cross Parish.
- Work collaboratively with other ministries both within the parish and the Diocese of Austin to help ensure the explicitly defined goals and objectives of Holy Cross Catholic Church and the Diocese of Austin are successful.
- Attend parish staff meetings and liturgy committee meetings.
- Assist families in selecting appropriate liturgical music for weddings, funerals, and other appropriate liturgies.
- Maintain all aspects of One License including the reporting of the music included with livestream events.
- Maintain instruments with reference to tuning, maintenance, and repair as necessary.
- Maintain a schedule that best serves the needs of the Parish and community.

Knowledge, Skills and Abilities:

- Knowledge of Roman Catholic teachings, parish, and diocesan structure.
- Knowledge of Church documents and sacred texts pertaining to Divine Worship, Music, and Liturgy.
- Knowledge of the principles of liturgy and music in Catholic worship.
- Ability to perform proficiently on piano.
- Ability to work in a parish serving various cultures and a wide range of age groups.
- Ability to provide excellent customer service and work effectively with staff, clergy, and laity.
- Ability to operate various word-processing software, spreadsheets, and database programs.
- Ability to organize, prioritize and utilize effective time management techniques.
- Ability to always maintain confidentiality.
- Ability to carry out multiple tasks, meet deadlines, and implement creative solutions.

- **Minimum Qualifications:**
- **Education and Trainings:**
- Bachelor's Degree in Music from an accredited American university or equivalent in a foreign country.
- Equivalent formal training in Music can be substituted for the above bachelor's degree requirement.
- **Experience:**
- Two (2) years of experience working in pastoral music in a Roman Catholic Parish
- **Catholic Requirement:**
- Must be a practicing Roman Catholic in good standing.
- **Language:**
- English (proficient in writing, reading, and conversing).
- **Licenses/Certifications:**
- Valid Texas driver's license.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.

Mental / Physical Tasks:

E	Talking	E	Driving
E	Listening	E	Using personal computer with mouse
E	Standing	E	Sitting
E	Walking	E	Bending
E	Grasping/holding	E	Seeing
E	Lifting/carrying	E	Reading and Comprehending
E	Moving heavy equipment/materials	E	Other (list)
E	Using office equipment, stapler, telephone, etc.		

Working Conditions:

- All employees of the Parish are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the church.
- The Parish is an at-will employer.
- All buildings and vehicles owned by the Parish are tobacco free.
- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and some holidays may be required.
- Will be exposed to religious ceremonies, conduct, and speech, including Roman Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to established dress codes and conduct standards.
- May be required to use personal or parish vehicle to drive to off-site locations.
- Travelling within and outside the parish to meetings and other events may be required, and travel may require overnight lodging.

Approval:

Pastor's Name

Pastor's Signature

Date

Employee Certification:

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

Employee's Name

Employee's Signature

Date

Employee's Initials: _____