SUMMARY
The Director of Music plans, prepares, and executes high quality choral music related to the Sunday Scriptures. The Director of Music facilitates involvement and fulfillment from the congregation during the Mass and other gathering of the faithful. The Director also provides leadership to choir members and musicians; and provides an environment that fosters spiritual formation and teamwork.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned as needed by supervisor.

Music Ministry
- Develop the parish music ministry to deliver high quality music each Sunday, Holy Days, and special celebrations
- Recruit and utilize the music talents of Mary Queen Parish. Responsible for recruiting, training, and scheduling cantors, choir members, and instrumentalists
- Overseas the formation, training, scheduling, and performance of all choir members
- Coordinate and perform music for Funerals
- Participate in Matrimony Preparation Program to assist couples in selecting wedding music, as required
- Collaborates with the Adult Faith Formation Director in planning the music for celebration of the rites of RCIA.
- Collaborates with the Elementary Faith Formation Director in planning of children’s celebrations, including sacramental celebrations and Children’s Liturgy.
- Develop and lead a youth/children’s choir.

Liturgy
- Collaborate with the Pastor, Parochial Vicar, Liturgy Coordinator, and Social Services Coordinator in planning liturgical seasons, Sunday and Holy Day Liturgies, special Liturgies and Funerals.
- Pursues continuing education opportunities in liturgical formation and music styles for personal growth and to help enrich the congregation.

General & Administrative
- Prepare an annual budget for music and be responsible for execution of the budget.
- Oversee acquisition and maintenance of materials and equipment used in Church celebrations, including general supplies, musical subscriptions, hymnals, instruments, and equipment, etc.
- Attend staff meetings and liturgy meetings.

Continuing Education:
- Keep up on new music, new approaches to liturgy through attendance at various workshops throughout the year.
- Plan workshops for members of music ministry to grow in their ministry to the church.
- Hold cantor workshops to strengthen the ministry of cantor.
- Membership in Choristers Guild, NPM (National Pastoral Musicians), DMMD division (director of Music Ministry Division of NPM), member of local Archdiocesan NPM chapter.
- Attend local choral reading sessions when offered and other liturgical music events relating to the Archdiocese.

EDUCATION, EXPERIENCE and SKILLS
- Bachelor of Music or at least 10 years’ experience in directing a Catholic parish music program including choral directing, choir/ensemble formation, and cantoring.
- Good vocal skills and understanding of vocal production to work with choristers.
- Instrumental skills – keyboard, organ, guitar. Be able to work with parish instrumentalists for accompanying, and ensemble participation.
- Satisfactory completion of requisite background check and the Archdiocesan Safe Environment Training
- Demonstrated computer capability is required. Highly competent in the use of Microsoft Office, Word, Excel, and PowerPoint
- Roman Catholic in good standing with the Catholic Church.

CHARACTERISTICS
The Director of Music must possess the following characteristics:
- Good interpersonal skills
- Organization skills
- Problem solving skills
- Leadership
- Adaptable – Team Player

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 per ADA guidelines. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment is typical of an office environment. Employee is not required to travel for this position and no regularly scheduled overtime will be required.

This job description should not be construed to imply that these requirements are exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by the Pastor and/or their supervisor.

Should you have an interest in any of these positions, please submit your expression of interest with resume to Fr. Jim Kuczynski, M.S. (FRJIM@MARYQUEENCHURCH.ORG) with a copy to Rose Mary Baez (BAEZRM@MARYQUEENCHURCH.ORG) via email. Should you have any questions, please direct all calls to Rose Mary Baez at 281-482-1391.