

Director of Music Ministry

St. Mary of the Miraculous Medal Texas City

Summary:

To plan, schedule, direct and rehearse, and provide appropriate music for each liturgical season that includes vocals and musical instruments for each weekend liturgy (4:30 p.m. Saturday, 9:00 a.m. Sunday and 11:00 a.m. Sunday in Spanish language), all Holy Days of Obligation, Adoration of the Blessed Sacrament, and all other parish sacramental celebrations such as First Holy Communion and Confirmation.

Hours:

- To recruit, prepare, schedule, direct, rehearse, train, provide music.
- To ensure items are covered, working, and set up properly (musicians, vocals, AV). Ensure the choir area is set up and in working order before Mass.
 1. 3 weekend Masses – 15 hrs./wk.
 2. OLOF and ECC – 10 hrs. / wk.
 3. Liturgical Seasons and Holy Days - 40 hrs./mo. (extra rehearsals)
 4. Adoration 4 hrs. / mo.
 5. Sacramental Celebrations - 4 hrs. / mo.
- To attend weekly Parish Staff Meetings - 2 hrs. / wk.
- To attend monthly Liturgy Committee Meetings - 2 hrs. / mo.
- This is a non-8-5-hour job, applicants need to understand flexibility in time required outside of normal working hours ARE REQUIRED.

Responsibilities:

- To inspire full, conscious, and active participation in Holy Mass primarily through by choosing songs from the missalette in the pews and by providing additional worship aids when using another source.
- Needs to have ability to do a Mass by him/herself. Music and Vocals.
- To accompany vocalists, choir, and musicians as organist or pianist at all liturgies and to assign a substitute when necessary.
- To coordinate liturgical music for weddings, funerals, Quinceaneras and other approved liturgical celebrations. A stipend may be accepted.
- To ensure that the Liturgy Preparation Form is completed 3 working days before each liturgical celebration.
- To ensure that a trained volunteer oversees the management of the church sound system at each weekend liturgy, Holy Day, and all other sacramental celebrations.
- To recruit volunteers (including adults, youth, and children) to serve the parish in music ministry as cantors, vocalist, and musicians.
- To adhere to and maintain all copyright licenses and reports.
- To attend and participate in parish staff and liturgy committee meetings.
- To report and coordinate care and maintenance of all musical instruments belonging to the parish.
- To carry out any additional responsibilities as directed by the pastor.

Interested applicants should send resume to nsanchez@stmarycctc.org. Please place Music Ministry Resume on the subject line.