

Music Director

Corpus Christi Catholic Church

9900 Stella Link Road

Summary

Corpus Christi Catholic Church seeks a Director of Music Ministry who will, in consultation with the Pastor, develop and lead the worship music of Corpus Christi Catholic Church according to the Pastors liturgical direction. The Director of Music must be knowledgeable in Roman Catholic liturgical practices and music, and is responsible for the planning, coordination, execution, reporting and oversight of all music associated with worship, including weekend Masses, weddings, funerals, other special liturgies and programs, and sacramental celebrations. This position is a full time (no less than 40 hours per week), 12 months, benefits eligible position. The Music Director must be a practicing Catholic in Good standing with the Church.

Duties and Responsibilities Include but are not limited to:

- Selecting music for Sunday Masses and special liturgies throughout the year,
- Building a music library for use in worship aids, and
- Accompanying or cantoring at Funeral Masses.
- Supervising, training and scheduling accompanists, cantors and instrumentalists
 - Recording psalms and music for cantors (English and Spanish)
 - Preparing new music to distribute to cantors and instrumentalists for each liturgical season
 - Working with volunteers to form them as cantors and instrumentalists
 - Communication with the liturgical accompanist
 - Arranging choral music and instrumental parts for English and Spanish music ministry
 - Cantor as needed
 - Work with Hispanic Choir
 - Practices each Sunday before Mass and for special liturgies
 - Consulting with Director of Hispanic Choir about music selections and other items
- Developing a parish choir (English)
 - Choir rehearsals weekly from August to June
 - Listening to music/researching musical possibilities
 - Maintain music library for choir - database and printed materials
 - Lining up various instrumentalists or singers to join the choir
 - Arranging music
- Bilingual choir
 - Creating and communicating rehearsal schedules
 - Arranging music folders for the choir, guitarists, and instrumentalists
 - Consulting with director of Hispanic Choir
- Developing a children's choir
 - Christmas English choir
 - Christmas Spanish choir
- Planning a Christmas concert or other parish choral event
- Instrumental maintenance
- Keeping copyrights up to date and reporting music usage

Other

- Attendance at Staff meetings
- Dealing with microphone issues/screen use in Prefontaine Hall

- Dealing with sound system technical issues in church: maintenance and trouble shooting
- Other duties as assigned by Pastor

A valid Texas driver's license is required, and the Director must be able to lift and/or carry up to 25- 50 pounds.

Suitable candidates may send a cover letter, resume, and minimum salary range requirement* to pastoralassociate@ccparishhouston.org with Music Director in the subject line.

**Applicants who do not include a minimum salary range may not receive further consideration.*