



Director of Music Ministry

The Director of Music Ministry will plan and provide music for the weekly liturgy and related feast days for Sts. Clare & Francis ECC parish. In addition, the Director of Music Ministry will recruit and rehearse a parish ensemble to provide music for most liturgies. The Director of Music Ministry will ensure that worship services are enhanced through the use of music (instrumental and choral) so as to encourage congregational participation. All activities associated with this position must be achieved in a manner consistent with the philosophy of Sts. Clare & Francis.

Duties and Responsibilities

- The Director of Music Ministry reports to the Pastor or the Pastor's designee.
- Direct the parish ensemble, plan and conduct weekly rehearsals as needed and arranged/agreed upon by the Director of Music Ministry and the ensemble.
- Actively recruit new members for the ensemble.
- Provide music for weekly liturgies and related feast days.
- Provide music for special liturgical celebrations, prayer services, reconciliation service, Chrism Mass as requested.
- Select appropriate music for all liturgies.
- Participate in the liturgy committee meeting
- When absent, the Director of Music Ministry will secure music arrangements for the liturgy.
- The Director of Music Ministry will ensure that all applicable music licenses are current and that the parish is not in violation of copyright laws regarding music.
- The Director of Music Ministry will evaluate, with the Pastor or the Pastor's designee, worship music books for community usage on an ongoing basis to determine if the parish is using the best possible materials available.
- Prepare an annual budget

Stipend

- For the above duties/skills and qualifications, the Director of Music Ministry will receive an annual salary as set forth by the parish council in the annual budget.
- For weddings and funerals the Director of Music Ministry may be compensated by the parties involved.

Guidelines

- The Director of Music Ministry may be absent from liturgies 6 weekends per year.
- An evaluation is required annually, to include the Pastor, or the Pastor's designee, and the Director of Music Ministry. Feedback from the parish community will also be solicited, using this job description as a basis for input.