

St. Basil the Great Parish  
Director of Music Ministry Job Description

Title: Director of Music Ministry

Supervisor: Pastor

FLSA Status: Full time, Exempt

Hours: Average approximately 40 hours per week, 52 weeks per year

Position Summary:

The Director of Music Ministry will, in consultation with the Pastor, develop and lead the worship music of St. Basil the Great Parish (“SBG”) in a way that is consistent with our mission, values, and theology and will develop and encourage the full, conscious, and active participation of those attending parish liturgies and events. The Director of Music Ministry is responsible for the planning, coordination, execution, reporting, and oversight of all music associated with worship, religious education, social ministry, and evangelization in SBG including, weekend Masses, weddings, funerals, other special liturgies and programs, and sacramental celebrations (collectively, “All Parish Liturgies”).

Principal Duties and Responsibilities:

Leadership & Management:

- Arrange for and/or provide organ music and direct the cantor and/or choir(s) at:
  - Regularly scheduled weekend services, currently scheduled on Saturdays at 5:00 pm and Sundays at 8:30 am, 11:00 am, and 4:00 pm;
  - Holy Week (including, but not limited to, Holy Thursday, Good Friday, the Easter Vigil and the Easter Sunday Masses);
  - Holy Days of Obligation (including Vigil and all scheduled Holy Day Masses); and
  - Weddings, funerals, memorial services, special liturgies and programs, and sacramental celebrations (including any rehearsals for such events).  
No separate stipends will be paid for these events as compensation for them has been factored into and included in the salary for this position.
- Plan, research, and select appropriate music for All Parish Liturgies and submit proposed music plans to the Pastor or his delegate for review and approval as directed by the Pastor from time to time.
- Plan and distribute schedules for all musicians, cantors, choirs, and ensembles for All Parish Liturgies.
- Engage substitute musicians, subject to budget constraints and with prior notice to the Pastor, for All Parish Liturgies the Director of Music Ministry is unavailable to attend, play, and direct.
- Meet with engaged couples to plan music for wedding liturgies.
- Meet with grieving families to plan funeral liturgies.
- Regularly attend/participate in Liturgy Committee meetings as a committee member.
- Attend parish staff and parish music related meetings as requested.

#### Training & Resources:

- Plan and conduct rehearsals for cantors and for all choirs and ensembles under his/her personal direction including, but not limited to, the Adult Choir and such other choirs and ensembles as the Pastor and the Director of Music Ministry determine from time to time. The frequency of rehearsals and Mass participation for all cantors, choirs, and ensembles shall be approved by the Pastor.
- Serve as a resource for any musical groups not under his/her personal direction and for the musical needs of all parish organizations.
- Recruit, develop, and train parishioners for participation in parish music programs (e.g. cantors, choir members, and instrumentalists).
- Engage additional musicians for special occasions as needed, within the resources of the budget and with the prior approval of the Pastor.
- Maintain professional and technical skills and knowledge, including by attending workshops, seminars, conventions, and archdiocesan meetings, programs, and activities.
- Foster and create a welcoming environment for children and youth to participate in music ministry, through the use of choral and/or instrumental ensembles.

#### Administration & Compliance:

- As requested, prepare the budget for the total parish music program in collaboration with the Pastor as requested. Ensure that the expenditures made for all parish music programs stay within budget.
- Maintain parish musical instruments and related equipment and coordinate their tuning and proper care and servicing.
- Oversee order and maintenance of parish music library.
- Maintain in proper order the choir practice room and choir area.
- Maintain a current roster of musicians and others involved in all parish music programs.
- Ensure all copyright laws are followed regarding music performance, distribution, and reproduction including, without limitation, complying with all reporting and other requirements set forth in any music licenses to which the parish is a party.
- Keep current musical guidelines for All Parish Liturgies (including without limitation, wedding and funeral liturgies) and ensure they comply with and are implemented according to Archdiocesan and parish policies and guidelines.

#### Other:

- Meet with the Pastor periodically to discuss matters relating to the parish music ministry.
- This position requires some evening and frequent weekend work.

#### Qualifications:

The Director of Music Ministry must be a practicing faith-filled Christian (Roman Catholic is preferred), knowledgeable in Roman Catholic liturgical practices and music, competent with diverse musical styles, and proficient in organ and piano, with demonstrated choral conducting skills, pastoral skills and sensitivity, organizational, communication, and planning skills, and ability to work collaboratively with a broad spectrum of people. The Director of Music Ministry must undergo background checks and maintain compliance with all Archdiocesan Safe Environment Requirements. Appropriate education (bachelor's degree or higher in music), knowledge of handbell repertoire and pedagogy, and previous music ministry experience are preferred.

Compensation:

Compensation will be based on the education, experience, availability, and performance of the Director of Music Ministry, as well as on the financial resources of SBG. Health, vacation, and other benefits will be provided in accordance with Archdiocesan and parish guidelines and policies.

Performance Appraisals:

This position may be periodically evaluated and such evaluations may include parish feedback.

Employment Status:

Notwithstanding anything contained herein, this job description does not constitute an employment agreement between SBG and the Director of Music Ministry and is subject to change by SBG from time to time in its discretion as its needs and the requirements of this position change. This position is an “at will” position.

Dated: May 25, 2021