

Our Lady of Grace Parish Director of Music

The Director of Music is to provide leadership, management and development of the liturgical music program at Our Lady of Grace Parish. The position calls for coordination with other members of the staff especially the pastor, Director of Pastoral Services and the Director of Faith Formation.

Qualifications

The candidate should be a practicing Catholic and have knowledge and understanding of the Church and her mission. The Director of Music should have a bachelor's degree in music with a demonstrated understanding of Catholic worship and liturgy.

The Director of Music is expected to:

- be self-motivated, have the ability to prioritize responsibilities and good organizational skills.
- possess good interpersonal communication skills, ability to collaborate with staff, musicians and parishioners in the efforts to enhance the quality of worship
- represent oneself professionally
- have the ability to conduct, ability to play piano and or organ; willingness to audition as part of the interview
- exhibit a comprehensive knowledge of the breadth of the repertoire of hymnody in the Roman Catholic Church

Job Description

The responsibilities of the Director of Music include but are not limited to:

- Scheduling cantors and musicians for liturgies
- Select liturgical music for the parish, school and PREP liturgies
- Provide music for Summer PREP and Vacation Bible School
- Meet with and assist couples preparing for marriage in planning the music for the celebration of their wedding.
- Recruit, motivate, and train all parish ministers of music and seek to develop talent within the parish
- Provide liturgical formation, musical education, and practical preparation for all ministers of music. Hold regular rehearsals for cantors, choir, and musicians.

- Consult and collaborate with pastoral team members who are directly involved in various rites and sacramental celebrations, e.g., RCIA, First Eucharist, Penance, and Confirmation. Work in collaboration with the school's music teacher, as needed.
- Serve as a resource for parish concerns regarding music, help to educate staff, ministers of music, and the congregation to develop their understanding of the role of music in worship.
- Update and maintain all necessary licenses and copyrights.
- Prepare and manage the budget for the parish music program in collaboration with the Parish Business Manager.
- Oversee the maintenance and care for the organ and other equipment used by the musicians.
- Maintain and oversee the music library.
- Participate in staff meetings on a regular basis.

Work Situation

- A. Maintains a flexible work schedule averaging forty (40) hours per week, including evenings, weekends, and special occasions.
- B. Provides own transportation and is reimbursed according to parish norms.
- C. Provided with adequate work space.

Applicants can send their resume to Monsignor Joseph G. Prior, Pastor, Our Lady of Grace Parish, pastor@olgl.org.