

**ST. STANISLAUS CHURCH
DIRECTOR OF PARISH MUSIC MINISTRY
JOB DESCRIPTION**

JOB CLASSIFICATION: Exempt

POSITION REPORTS TO: Pastor

DESCRIPTION: The **Director of Parish Music Ministry (DPMM)** assists the pastor and the volunteer leaders of St. Stanislaus' music groups to plan and execute excellent worship experiences through varied expressions of liturgical music. He or she promotes "*full, conscious and active participation*" by all in the Sacred Liturgy of the Roman Catholic Church (*Constitution on the Sacred Liturgy [Sacrosanctum Concilium], 14*). He/she is responsible for identifying and communicating the music needs of the people of the Parish, building and selecting the repertoire offered at liturgies, with emphasis on **evangelization and inclusion**. The DPMM will support, recruit, train and enable vocal ensembles, cantors, instrumentalists, accompanists and the worshipping assembly in the praise of Almighty God.

DUTIES AND RESPONSIBILITIES:

1. *To help God's praises grow* at St. Stanislaus Church by organizing, training, conducting, overseeing, and executing parish liturgies.
2. Selects or supervises the selection of music for Parish liturgies, incorporating new music as well as quality pieces from the musical treasury of the Catholic Church. Incorporates varied musical styles and accompaniments, languages, and cultural nuances.
3. Personally leads one Mass per week, special liturgies, and initiation sacramental celebrations with the Adult Choir and/or Children's Choir.
4. Maintains and adapts programs which will effectively meet the spiritual needs of the people in the Parish community.
5. Maintains Parish musical instruments and related sound equipment, seeing to their tuning, proper care and service.
6. Trains and acts as a resource for various Parish music ministers, inculcating the emphasis of a particular liturgical season.
7. Promotes and sustains the *ministerial* (versus *performance*) focus of the Parish's musical talent by emphasizing our baptismal call to service and using individual talents in our response to the Gospel.

8. Be available to meet with those who are preparing to marry in the Parish. Counsel them in the use of appropriate, liturgical wedding music. Screen visiting singers for experience, quality, and knowledge of the Parish's wedding music requirements. Assist the priest in ensuring the marrying couple has a liturgically appropriate wedding liturgy.
9. Establishes and sustains excellent communication between various members/groups involved in Parish music ministry.
10. Supports the building up of music leaders in the Parish (cantors, instrumentalists, et al.).
11. Supports Archdiocesan initiatives by introducing song and musical selections requested by the Archbishop or his delegate.
12. Other duties as needed to grow the music ministry.

ADMINISTRATION:

1. Maintains professional training and/or skills in music ministry; establishes and/or maintains working relationships in National Association of Pastoral Musicians (NPM) or the Association of Church Musicians in Philadelphia (ACMP).
2. Creates and oversees a plan to grow the music ministry in the Parish with an emphasis on evangelization (vocal/instrumental/administrative).
3. Possesses strong computer competency (Word, Music File Transfers, Email, etc.).
4. Membership on the Parish's Liturgy Committee and regular attendance at meetings. Presents on a yearly basis to the Liturgy Committee a 3-year plan to involve new persons in the music ministry, including goals and milestones achieved within the past year.
5. Coordinates the coverage of special Parish liturgical celebrations (e.g., Forty Hours, Easter Triduum, Our Lady of Guadalupe) by the various music groups within the Parish.
6. Organizes or supervises the Annual Party for the Parish's music ministries.

7. Prepares upcoming year's music budget in conjunction with the Parish Business Manager. Orders new music and maintains music library on Parish premises.
8. Reviews re-printed music to ensure compliance with copyright laws.
9. Submits (or supervises the submission of) hours on a monthly basis for paid musical ministers. Acts as a mediator between funeral directors and parish musicians concerning musical coverage of funerals and notification of adult members of the funeral choir, if requested.
10. Participates in appropriate Archdiocesan meetings, programs and activities.
11. Cooperates with, and supports, the administration and staff of the Parish as well as other ministries and groups within the Parish, who are dedicate-d to carrying out the mission of the Church and the pastoral plan of the Parish.

WORKING CONDITIONS:

The DPMM administrates most of the day-to-day work from the assigned office on the ground floor of the Parish Center, and in the Church choir loft for practices and Masses. A variety of other needs frequently call the DPMM out of the office.

SIGNED: _____(DIRECTOR OF PARISH MUSIC MINISTRY)

_____ (PASTOR)

DATE: _____
 Updated 6/10/15