MINISTRY POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title:	Director of Sacred Music
Location:	Saint Paul and Saint Mark Catholic Church
Status:	Part Time (20 hours per week)
FLSA:	Non-Exempt
Reports to:	Pastor
Supervises:	Volunteers

II. PRIMARY OBJECTIVES

A. This person of faith is both a pastoral minister who serves the parish by coordinating joyful and vibrant liturgical music and a professional who possesses skills necessary for leading parish liturgical music.

III. POSITION CONTENT

A. Plan and supervise the music for all liturgical events, including three weekend masses, holy days, funerals, and other special parish liturgies and events (Confirmations, Patronal Feast Days, etc.)
B. Serve as principal instrumentalist (preference is for pianist/organist) for liturgies, except when alternates can be found.
C. Supervise, schedule, and provide support and specific training as needed for accompanists.
D. Provide formation in liturgical music for the assembly, especially by assuring strong leadership and the careful development and teaching of new repertoire.
E. Oversee recruitment and rehearsal of instrumentalists as needed for parish liturgies.
F. Cultivate and oversee the creative development of new musical ministries for the parish, such as a youth choir.
G. Oversee the maintenance of the sound and audio systems, as well as the organ and piano.
H. Any other responsibilities as agreed upon by the pastor and the director.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES
   1. Be able to teach and work well with volunteers.
   2. Be faithful to the teachings of the Catholic Church and its liturgical directives.
   3. Positive attitude and heart for ministry, and a willingness to foster the Church's mission.
   4. Competent as an instrumentalist but does not need to be an expert.

B. EDUCATION, TRAINING, AND/OR EXPERIENCE
   1. It is not required for the director to be a Catholic, but the director needs to have deep knowledge of Roman Catholic liturgy or be willing to receive ongoing formation and training to acquire this deeper knowledge.
   2. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
   3. Must be able to successfully complete the Archdiocese of Indianapolis Safe Parish Training
   4. Background screening required.
   5. A Degree in Music/Liturgy is not required for this position.

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V. WORKING ENVIRONMENT

A. The Director of Sacred Music enjoys a flexible work schedule, but attendance is expected at weekend, holy day, funeral, and special parish liturgies; regular staff meetings (currently every Wednesday at 8:15 am); and any other meetings associated with this position (planning First Communion, Confirmation, etc.)

B. The employee is expected to attend evening and weekend events, as necessary. Travel may be required, as specified by the supervisor. In some cases, the needs of the position may require extra hours beyond the normal schedule.

C. Lay ministers are vital ministers sharing the mission of the Church. They are expected to be role models and are expressly charged with leading parishioners toward Christian maturity and with teaching the Word of God. As role models, the personal conduct of every lay minister, both at Church and away from Church, must convey and be supportive of the teachings of the Catholic Church. These teachings include but are not limited to honoring the dignity of each human life from conception to natural death, care for God's creation, and the belief that all persons are called to respect human sexuality and its expression in the Sacrament of Marriage as a sign of God's love and fidelity to His Church. The Seven Themes of Catholic Social Teaching can be found at http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm. A thorough description of Catholic Church teaching can be found in the Catechism of the Catholic Church.

D. Determining whether a lay minister is conducting him/herself in accordance with the teachings of the Catholic Church is an internal Church matter and is at the sole discretion of the pastor, administrator, and/or Archbishop.

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

All interested candidates should submit a resume and cover letter to Mandy Bauer via email (mandy@psci.net)