

Job Description Director of Music Ministry

Reports to: Pastor, Fr. Benny Chacko

Position: Full-time

Position Summary:

The Director of Music Ministry is responsible for providing liturgical music for Annunciation Parish.

Duties and Responsibilities include, but are not limited to:

Provides quality music for the parish at the two churches, Holy Spirit and Christ the King which together comprise Annunciation Catholic Parish, Evansville. Works closely with the pastor of the parish and the parish PCL regarding the selection of music for the Saturday Vigil Mass, Sunday Masses (3 English, 1 Haitian Creole (as needed)), and Holy Days of Obligation, as well as other assigned masses, the weekly Healing Mass, and Funeral masses or other events. Responsible for weekly choir rehearsals and for the choir as a whole (paid musicians, employees, and volunteers of the Music Ministry). Responsible for the Children's Choir for the monthly children's Sunday mass.

Partners with the two Annunciation Catholic Parish Schools' students and teachers to facilitate music at weekly school masses.

- **Directs Music Ministry ensembles and activities with other choir directors:** This includes regular contact with ministry volunteers and employed musicians and a weekly 90 minute rehearsal, as well as coordinating and directing employees and volunteers for the Saturday Vigil Mass and Sunday Masses (3 English, 1 Haitian Creole (as needed)), and any special Masses and events when needed within the parish.
- **Directs (sing/play) quality music as scheduled:**
 - 4:00 P.M. Saturday Vigil Mass at Holy Spirit Church
 - 9:00 A.M. Sunday Mass at Holy Spirit Church
 - 11:00 A.M. Sunday Haitian Creole Mass at Holy Spirit (as needed).

- 11:00 A.M.. Sunday Mass at Christ the King Church
- **Directs (sing/play) for all major feasts and events outside of the Sunday liturgies:** At the discretion of the pastor, the choir or Music Director may be asked to participate in other parish masses and events. This includes the weekly Healing Mass, Holy Days, Parish Missions, Funerals and other events as deemed necessary by the pastor.
- **Ongoing planning of music for liturgies:** Music will be selected for Sunday Masses, special feasts, and events with approval by the pastor.
- **Liturgy Meetings:** Meets weekly with the pastor and PCL to discuss all music and liturgical related aspects of the Mass and to plan events requiring music.
- **Staff Meetings:** Attends the weekly staff meeting
- **Manages the office of Music Ministry:** This includes fielding music-related phone calls or inquiries and addressing any business related activities within the music office.
- **Interview/Audition potential employees and volunteer ministers of the Music Ministry:** This includes ensuring that prospective new hires meet with HR to complete new hire paperwork and requirements prior to the date of hire, and notifying HR of terminations. Ensures the employees and volunteers of the Music Ministry are Safe Environment Certified on an annual basis.
- **Recruitment of Music Ministers:** Come up with creative ways to recruit volunteer ministers to the music ministry. This will include leaders, musicians, and vocalists.
- **Organize/Arrange/Order music for the ministry:** This includes ensuring that all ensembles have in their possession the music they are performing for that weekend Mass/event.
- **Song sheets/Worship aides:** Creates song sheets/worship aides for Masses and other liturgical events when necessary.
- **Music Library:** Responsible for the upkeep of the Music Library.
- **Compensation:** Ensures that employed musicians receive compensation for Masses/events worked. Ensures contracted instrumentalists are compensated for Masses/events contracted to perform.
- **Budgeting:** Works closely with the Bookkeeper regarding annual budget.
- **Oversees sound and technology:** Responsible for church sound and technology as directed by the pastor.

Back-up: Responsible for securing a backup in the event that an unexpected absence occurs or is granted permission for time off by the pastor.

- All absences must be reported to the pastor in writing.
- Request for time off in advance must be granted by the pastor.

Weekly Choir Rehearsals: Choir rehearsals are to be weekly, unless permission is granted by the pastor to change the schedule or cancel a rehearsal.

Qualifications:

1. Must be fluent in English

2. A Master's Degree in Music preferred
3. Piano and Organ proficiency
4. Vocal performance proficiency
5. At least 2 years experience in Music Ministry
6. The ability to lead and conduct a choir
7. Experience in supervision of paid and volunteer musicians and vocalists
8. The ability to communicate clearly and effectively
9. The ability to work well with others
10. Have the ability to give as well as receive direction
11. Strong organizational skills
12. Decision-making skills
13. The ability to operate basic office equipment
14. Knowledge of basic computer software programs

Applicants shall exhibit in behavior and lifestyle values in accordance with Catholic teachings. Being of the Catholic faith is preferred but not necessary. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply please send your resume and cover letter to humanresouces@evdio.org