

JOB DESCRIPTION

Position Title: Music Minister	Status:
Department:	Rank:
Supervisor's Title: Pastor, Parish Director	Approval Date:
Revised:	Compensation Review:

Job Summary:

The music minister will perform the duties of planning and providing music for Sunday and other special liturgies, directing the choirs, having weekly rehearsals with the choirs, and training and recruiting choir members and cantors.

Actions required to be consistent with Culture and Values:

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

Knowledge, Skills, & Abilities:

K: Knowledge

- Requires a high school diploma, bachelor's degree in music and/or music education is preferred.
- Must be a practicing Catholic in good standing who can "embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church" especially in the light of discipleship and the New Evangelization.
- Knowledge of the liturgy of the Catholic Church.
- Knowledge of current liturgical music and its appropriate use.

Skills & Abilities

- Lead and form choirs of parishioners that have various degrees of proficiency in music.
- Proficient in playing piano.
- Proficient at sight reading.
- Experience in training a choir.
- Good oral and written communication skills.
- Strong singer with solid vocal performance skills.
- Must be able to collaborate with other musicians and choir members.
- Good decision-making abilities
- Ability to be detailed oriented
- Ability to invite parishioners to participate in the music ministry.

Duties and Responsibilities:

- Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.
- Planning and Playing for Sunday Masses:
 - Prepare and practice music for liturgies
 - Be present at each mass
 - Practice with the choirs weekly
- Prayer Services and Special Liturgies
 - Plan and provide music for Holy Days.
 - Plan and lead other special liturgies as needed
- Training and Recruiting Volunteers:
 - Recruit strong singers and train them to serve as cantors.
 - Continually invite parishioners to be a part of the music ministry as singers or instrumentalists.

ADA

Physical/Visual/Mental Demands:

Position requires the ability to react to fast paced environment; verbally converse with other individuals, move and lift objects of ten pounds. Must be physically able to operate a variety of automated office machines including computers, copiers, facsimile machines, etc.

Typical Working Conditions:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Person in this position will typically work in a flexible office environment and the church sanctuary; would work alone at times and frequently with groups; normal hours will vary with parish. Position may require evenings and weekend hours including Sunday Masses.

Nature of Supervision Received:

Works under the direction of the Pastor or Pastoral Associate; also works independently within authority limits and experience level and maintains close communication with the supervisor to keep the individual issues balanced with the larger community picture.

Judgment Exercised/Decisions Made:

Judgment is independently exercised on a daily basis always keeping the integrity of people, policy, procedure, and best practices in mind; communication with supervisor is essential for reasons mentioned above.

Financial Responsibility:

Responsible for effective use of time and budgeted resources. Prepares initial program budget in collaboration for music with the Pastor or Pastoral Associate. Works within approved budget. Processes all program bills and forwards to Supervisor for approval.

Supervision Exercised/Number of Employees Supervised:

Supervises volunteers and choirs.

Signature _____

Date _____