

St. Michael the Archangel Parish

301 SPRUCE STREET
HOLLIDAYSBURG, PENNSYLVANIA 16648

PARISH MUSIC DIRECTOR

Job Description

Reports to: Pastor

Supervises: Paid and volunteer leaders in the parish music ministry

Overview: Responsible for planning and overseeing all dimensions of liturgical music; needs to cooperate with leaders of choirs and other music groups within the parish; leads groups when necessary; possesses sufficient musical skills to facilitate liturgical music, teach as necessary, conduct rehearsals, and allow others with musical talents to participate in this ministry.

Key Responsibilities:

- ← Providing liturgical music for masses in which the choir participates.
- ← Establishing and maintaining a choir including rehearsals
- ← Making recommendations for music resources used by the Parish
- ← Seeking copyright permissions, as necessary
- ← Planning music for Sundays, Holy Days, and other special occasions, including through the online liturgical planner accompanying the parish music resource
- ← Scheduling organists for Sunday, Holy Day, and Special Event Masses
- ← Keeping abreast of the latest music and liturgical developments
- ← Communicating with the pastor and lay leaders on a regular basis
- ← Other tasks as assigned

Qualifications:

Required:

- ← Actively practicing in the teachings of the Roman Catholic Church
- ← Able to satisfactorily complete background checks and training applicable to Diocesan requirements.

- ← Working knowledge of and proficiency in vocal and instrumental music
- ← Fully trained on parish sound equipment
- ← High level of liturgical understanding
- ← Professional communication skills
- ← Ability to work as a team with volunteers, musicians, and children involved in the music ministry of the parish

Working Conditions:

FLSA Status: Hourly/Nonexempt

Work Status: Part-time

Physical Requirements: Lifting up to 25 pounds; able to traverse several flights of steps

Hours Per Week: 10 (may be adjusted seasonally)

Work Schedule: TBD with pastor approval

Other: Hours must be submitted to the parish administrative assistant according to the payroll schedule for signature. Any hours over 10 per week must have prior approval by the pastor.