

**HOLY CROSS AREA FAITH COMMUNITY  
AREA DIRECTOR OF MUSIC  
Job Description**

**I. POSITION IDENTIFICATION**

- **Time/Benefits:** 40-plus hours per week, 12 months per year, and includes benefits. Many evening/weekend hours are required.
- **FLSA designation:** Exempt (salaried) (Skilled professional)
- **Reports to:** Pastor/Rector
- **Receives work direction from:** Rector/Pastor
- **Direct reports:** None
- **Provides work direction to:** Accompanists and other worship and music volunteers

**II. PRIMARY PURPOSE OF THIS POSITION:**

The purpose of the Area Director of Music is to organize, direct, and oversee the music of the four worship sites in the Catholic Holy Cross Area Faith Community, building and nurturing positive relationships with the parishioners and collaborating with co-workers. The Area Director of Music develops liturgical music in the area faith community in accord with the pastoral vision of the Catholic Church with the approval of the pastor/rector, ensures there are accompanists and cantors or choirs for parish liturgies, and is the primary organist/accompanist at the Cathedral.

**III. CHURCH EMPLOYMENT RESPONSIBILITIES:**

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church, the Diocese of New Ulm, and the Catholic Area Faith Community of Jesus Our Living Water. Their public behavior must not violate the faith, morals or laws of the Church, such that it can embarrass the Church or give rise to scandal. **It is required that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church.**

**IV. REPRESENTATIVE RESPONSIBILITIES**

1. To be present where needed, ready for work, recognize situations that require additional effort, put in more time when necessary, and provide an example of punctuality and attendance.\*
2. Help create a productive and harmonious work environment. Promote good morale, adequate communication and cooperative teamwork.\*
3. Attend staff meetings for the Holy Cross AFC.\*
4. Review KRAs (Key Responsibility Areas) and update as necessary on an annual basis.\*
5. Create SMART (Specific Measurable Attainable Realistic Timely) goals to identify growth opportunities. These should be agreed upon between the employee and the supervisor. The employee is responsible to communicate what is needed to achieve these goals.\*
6. Attend and remain compliant with all diocesan Safe Environment training requirements.\*

7. Work with the pastor/rector to plan and monitor the annual worship/music budget for the area faith community.\*
8. Direct multiple choirs and be a resource to the directors of choirs at each of the four worship sites.\*
9. Provide seasonal liturgical music plan to the pastor/rector for approval.\*
10. Promote opportunities for AFC choirs, inviting members of all parishes.\*
11. Become familiar with the music offered at each parish, recognizing the different abilities of accompanists, song leaders, and the assemblies. Work to expand the repertoire at each site to develop a larger selection of common music.\*
12. Lead the assembly at liturgies with the use of organ and piano.\*
13. Recruit, rehearse with and offer formation to cantors and accompanists.\*
14. Coordinate musician schedules at all worship sites as needed.\*
15. Work with other members of the staff to plan for music needs for special liturgies, utilizing instrumentalists and special musicians if possible. \*
16. Work with the administrative staff to prepare worship aids for occasions when deemed necessary.\*
17. Maintain copyright licensing and reporting.\*
18. Oversee the ordering of music including missalettes, accompanist and cantor resources, choral music, etc.. for the worship sites.\*
19. Assume primary responsibility for proper management, upkeep and repair of all musical instruments and materials of the parishes (pianos, organs, microphones, etc....) and schedule professional tuning and maintenance.\*
20. Continue professional education; ensure personal awareness of diocesan resources available to parishes.\*

**The responsibilities above that are followed by an asterisk (“\*”) are essential functions of this position.**

The responsibilities listed above describe the general nature and level of work performed by the person assigned to this position. The list is not intended to be exhaustive of the responsibilities and qualifications required for the position. More detailed listings of duties and tasks may be found in supplemental documents, including the diocesan Personnel Policy Manual.

## V. POSITION QUALIFICATIONS

- Degree in sacred music and/or experience in music education or related field.
- Understanding of the Church’s liturgy and liturgical rites.
- Musical proficiency in organ, piano and voice.
- Familiarity with the Church’s sacred treasury of music including Gregorian chant, Church hymnody and newly composed sacred music.
- Pass background check. Fulfill all safe environment requirements for employment.
- Demonstrate a pastoral sensitivity to the needs of parish ministry and its members.
- Pass six (6) month probation period along with a performance review at that time.

## **VI. MENTAL DEMANDS**

- Support and carry out tasks to reinforce the vision of the area faith community.
- Publicly supports the pastor.
- Ability to keep calm in chaotic situations.
- Ability to maintain confidentiality
- Develop an understanding of Catholic teachings to help inform actions and decisions in the workplace and to be an example of appropriate conduct to others.
- Develop and maintain an adequate knowledge of the Roman Missal and Church liturgical guidelines; be a resource for others and ensure compliance in each of the parishes in the area faith community.
- Develop and maintain an adequate knowledge of all areas of responsibility to ensure an ability to meet all of the responsibilities and be a resource to the pastor/rector.
- Ability to facilitate meetings and workshops.
- Ability to assess, organize and direct appropriate flow of paperwork and communication.
- Possess enthusiasm and ability to motivate others.
- Work effectively with people of diverse backgrounds and goals.
- Maintain comprehensive office computer skills.
- Ability to work without supervision.
- Maintain a sense of humor.

## **VII. PHYSICAL DEMANDS**

- Ability to climb stairs.
- Must be able to sit for extended periods of time and attend necessary meetings.
- Ability to drive and move around to attend meetings.
- Ability to hear and see what is going on around them.
- Ability to lift and carry up to 20 pounds, using proper lifting techniques.
- Must be able to type and use computers, voicemail, email, etc.
- Ability to play organ/piano for repeated liturgies on weekends or holy days.
- Ability to work all hours needed to meet the job responsibilities.

## **VIII. ADDITIONAL QUALIFICATIONS**

- Ability to drive for work-related responsibilities, have a valid driver's license and carry current and valid vehicle insurance.
- Lead a life demonstrative of Christian values.
- Experience in the area of liturgical music is preferred.
- Amenable to continuing education as required or requested.

**IX. AGREEMENTS**

Employee:

I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Supervisor:

I have reviewed this job description and agree it is an accurate representation of the responsibilities performed in this job.

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date