

Job Type

Full-time

Description

The Director of Music facilitates the music for all liturgical celebrations. These responsibilities include directing and planning regularly scheduled weekend liturgies; directing, scheduling, and rehearsing adult choirs, rehearsals, recruitment and formation of parish cantors and music volunteers; organist/pianist at weekend Masses and on Holy Days; seasonal liturgies; music for faith formation program; supervision of audio-visual equipment; and music for funerals and weddings.

The Diocese of Orlando four core values lay the foundation for the work performed by employees.

1. *Authenticity*: Conviction that God has called us to reflect exteriorly our inner life of faith in our daily living
2. *Respect*: Affirming each person's God-given dignity and uniqueness.
3. *Courage*: Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.
4. *Commitment*: Individually and collectively, we are steadfast to the team and its purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Pastoral Musician as Person of Faith

As a pastoral minister, the musician has the responsibility to nurture his or her own faith in order to nurture the faith of others.

Pastoral Musician as Professional Person

Commitment to professional development is a mutual responsibility of the musician and the parish. In order to maintain a competent level of professionalism, the responsibility of the pastoral musician includes:

- Practices to improve or maintain skills in voice, conducting, and the instruments upon which the musician is expected to perform.
- Researches and masters liturgical music;
- Pursues educational advancement in musical skills that relate to the parish's need (e.g., organ, choral directing, vocal pedagogy);
- Keeps current with official statements and documents on music, liturgy, and developments in the pastoral field;
- Studies various liturgical and musical publications;
- Member of professional organizations and attendance at national and area conferences and workshops;
- Periodic coursework in the field of pastoral liturgy and liturgical music.

Pastoral Musician as Administrator

The responsibility of the pastoral musician as an administrator involves:

- Makes liturgical music policies in conjunction with the Liturgy Commission and pastoral staff, taking into consideration Diocesan and national guidelines;
- Formulates a music budget for the parish worship program;

- Develops and maintains a liturgical music library of various styles and genres for assembly, choir, cantor and instrumentalists.
- Maintains the parish's musical instruments.
- Makes recommendations for the purchase of new instruments, sound equipment, hymnals and music supplies.
- Secures other musicians as needed for special celebrations, such as Christmas, Easter, Confirmation, etc.

Organist

- Provides organ and piano music in a professional manner for all masses and all seasonal and special services.
- Provides organ and piano music for weddings and funerals and be permitted.
- Facilitates the parishioners to sing and worship through the excellent execution of hymns and liturgy.
- Encourages the musical talents and participation of members of the parish through organizing and coordinating special musical offerings, including soloists, instrumentalists, and small ensembles in cooperation with the parish and music committee.
- Arranges for qualified substitute organist or pianist when absent.
- Arranges for organ and piano maintenance with a qualified organ and piano repair person as needed.

Requirements

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CATHOLIC FAITH

Practice of the Catholic faith is required. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.

EDUCATION and EXPERIENCE

Bachelors or Master's degree in music or its equivalent. Musical leadership requires skills in the following areas: organ, keyboard, voice and conducting. Skills and experience may be required in other areas such as contemporary instrumental ensembles, orchestration, hand bells, children's choirs, composition and familiarity with musical styles of various cultures within the community. A thorough understanding of Roman Catholic liturgical Theology and praxis. Knowledge of the history and repertoire of sacred music.

OTHER SKILLS and ABILITIES

The Director of Music should demonstrate the ability to:

1. Cooperate with and implement directives from supervisor;
2. Proficient in organ and piano;
3. Develops the musicianship of cantors and other musicians;
4. Nurtures musicianship of the youth;
5. Leads and animates the community's sung prayer;
6. Works in collaboration with other ministers of the parish.

WORKING CONDITIONS

The working hours of this position are not limited to an 8-hour day. This person will need to be available in the evening and weekends, as needed. Must be willing to work in conditions of stress and function well under pressure.

PHYSICAL REQUIREMENTS

The ability to sit and stand for long periods of time. Must be able to reach, grasp, feel, and see up close and from afar. Must be able to use basic office computer hardware and peripherals, with or without reasonable accommodation. Must be able to communicate verbally and in written form. Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (15 pounds).

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Requirements are representative of the minimum level of knowledge, skills, and ability.

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