

DIOCESE OF SAN DIEGO
Our Lady of Grace Church
2766 Navajo Road, El Cajon, CA 92020

Job Description

Revision Date: 30 November 2020

I. IDENTIFYING INFORMATION

Position Title: Director of Liturgical Music
Status: Non-exempt, 32-40 hours per week
Reports to: Pastor

II. PRIMARY FUNCTIONS/GOALS

The Director of Liturgical Music (DLM) is a professional minister who is responsible for the design and coordination of a comprehensive liturgical music program for the parish. The DLM:

- Integrates the worship program with the mission of the parish
- Energizes the congregation's worship life through dynamic music
- Works cooperatively and collaboratively with the parish pastoral staff and lay leadership
- Develops and empowers volunteer leadership for liturgical music ministries

III. MAJOR RESPONSIBILITIES

- A. In consultation with the pastor and the Liturgy and Spirituality Committee of the Pastoral Council (if present), establishes goals and programs to enhance the parish liturgical music program.
- Directs the parish liturgical music program, including the preparation of music for the liturgies of Saturday evenings, Sundays, holy days, holidays, weekdays, and the Sacred Triduum
 - Serves as the principal musician for all liturgies, weddings and funerals; coordinates substitute musicians as agreed upon with the pastor
 - Recruits, forms, develops, rehearses and directs parishioner volunteers for various choirs (including a parish-wide children's choir), scholas, and cantors
 - Serves as the parish point of contact for and oversees the work of paid or volunteer music directors, instrumentalists, cantors, or singers
 - Maintains the parish liturgical music collection
 - Manages the parish copyright and licensing program related to liturgical music
 - Provides for the care, maintenance and repair of the parish's musical instruments
 - Prepares worship aids for weekend and other liturgies as needed
 - Works with clergy, pastoral staff, lay ministers and family members in preparing and celebrating weddings and funerals

- Attends the meetings of the Liturgy and Spirituality Committee of the Pastoral Council (if present)
- Maintains updated knowledge of liturgical music norms and incorporates them into parish worship
- Secures professional musicians and instrumentalists as needed with the approval of the pastor

B. Engages people of diverse ages, backgrounds and spiritualities in the liturgy.

- Incorporates a broad range of musical styles into worship services
- Motivates full participation of the assembly in the parish music ministry
- Provides for the musical formation of the congregation through appropriate vehicles of communication such as the parish bulletin, worship aids, verbal announcements at liturgies, etc.

C. Ministers as an integral part of the parish pastoral staff.

- Regularly attends staff meetings
- Meets and actively participates with the pastoral staff as a coworker in ministry
- Fosters stewardship within the music ministry, and practices good stewardship of the resources of the parish
- Includes community building, individual development, and spiritual formation as essential components of ministry
- Develops and administers the liturgical music budget
- Abides by the standards for income/expense accounting established by the parish
- Accepts special projects and duties as requested by the pastor

D. Serves as the Director of Liturgical Music for the parish school.

- Serves as the director/conductor of the school choir (grade 5)
- Plans and leads music for liturgies at which all the students and staff are present
- Periodically (e.g., monthly or seasonally) leads liturgical music practices for the student body and staff
- Serves as a musical resource to teachers as requested and available

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. Skills, Knowledge and/or Abilities

- Must have a working knowledge of and a strong commitment to the mission of the Diocese of San Diego and the Catholic Church; be in full communion with the Church
- Working knowledge of the liturgy of the Roman Catholic Church, traditions, and recent liturgical documents, especially those related to liturgical music

- Basic knowledge of standard Catholic liturgical repertoire, as well as contemporary and world music for Catholic liturgies
- Demonstrated proficiency in keyboard (organ and piano) skills, vocal performance, choral and instrumental direction, and accompanying congregational singing
- Strong organizational and time management skills; be a self-starter who is able to perform multiple tasks simultaneously and work with a sense of urgency
- Strong verbal and written communication skills
- Strong public relations and interpersonal skills; dynamic and outgoing personality
- Professional bearing; clean and neat personal appearance
- Ability to recruit, motivate and lead volunteers
- Ability to maintain confidentiality
- Ability to work collaboratively; punctuality is a must at all times; ability to travel locally as required
- Ability to receive direction and be open to suggestions
- Proficient in computer usage, especially Microsoft Office, music notation software (e.g., Finale), desktop publishing and basic Internet research
- Basic knowledge of portable electronic music equipment such as: guitar/keyboard amplifiers, microphones, stands, electronic keyboards
- Ability to successfully pass a background check as required by the Diocese of San Diego

B. Education, Training and/or Experience

- Bachelor's degree in Music, with formation in the Catholic liturgy – or equivalent
- Experience in the preparation and celebration of the liturgies of the Roman Catholic Church
- Experience (minimum of five (5) years) as a parish music minister or similar position
- Experience (minimum two (2) years) teaching music to elementary and high school children/youth

C. Physical/Mental Requirements

- Requires coordination and manual dexterity, normal mental and visual ability; ability to lift portable electronic music equipment and other items as required in a normal education and office environment

D. Required Activities

- Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding

V. WORKING ENVIRONMENT/AVAILABILITY/GUIDELINES

- Ability to function well in both an office setting and the church environment
- Flexible scheduling with an expectation of 40 core visible hours per week
- Weekend, overtime (hours beyond 40 core visible hours), and some evening hours required
- Functions according to the policies of the Our Lady of Grace (OLG) Personnel Policies handbook and applicable canon/civil law

VI. MISCELLANEOUS ITEMS

- Personal rehearsal time on the organ or piano at the parish is included in the calculation of 40 core visible hours per week.
- Remuneration for playing or singing at weddings that take place at OLG church is from the wedding party, is not included as a part of the salary offered with this position and is paid through the parish payroll system. Remuneration for funerals and memorial services is included as a part of the salary with this position.
- Additional work within the community and/or for the Diocese of San Diego is permitted as long as such work does not conflict with the typical work expectations of this position.
- Vacation time is accrued monthly and may be used as it is accrued throughout the year. Up to four weekends per fiscal year (July 1 to June 30) can be taken as personal vacation time during which the parish will be responsible for paying for a substitute musician. The cost of substitute musicians for any weekends beyond four in any fiscal year will be the responsibility of the employee.
- Teaching music and/or voice lessons to children and other parishioners after hours and with the use of parish instruments and facilities is permitted as space allows and cannot be for personal gain.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in the job description are representative only and not exhaustive of the tasks that an employee may be required to perform. Our Lady of Grace Church reserves the right to revise this job description at any time to require employees to perform other tasks as circumstances or conditions of its operation and/or the work environment change.