

Job Description
Music Director
Christ the King Catholic Church

Rev 10-14-16a

Position Title: Music Director
Salary: Negotiated
Status: Exempt
Basic Objective: Under the supervision of the Pastor of Christ the King Catholic Church, a charismatic personal parish, to encourage full, active, conscious participation of the faithful at parish liturgies by providing musical support for parish celebrations, directing Music Ministry & Sound Ministry, and participating in ongoing liturgy preparation & evaluation.

Requirements:

- Practicing charismatic Catholic.
- Compliant with Catholic Church's direction about the role of music in the Liturgy.
- Demonstrated ability to judge appropriateness of music for the Liturgy vs. other worship venues.
- Able to lead music and worship confidently.
- Collaborative team member/servant.
- Excellent communication skills.
- BA in Music or equivalent.
- Excellent keyboard and/or guitar and vocal skills.
- Experience and expertise with traditional Catholic music and Contemporary Catholic/Christian music.
- 3-5 years experience:
 - Leading charismatic worship.
 - Directing contemporary music teams.
 - Directing Adult and Children's choirs.
 - Use of Sibelius music notation software (preferred).

Education: BA in Music or equivalent

Major Duties and Responsibilities

1. Music

- a. Understand and promote the Mission and Vision Statement for Music Ministry at Christ the King.
- b. Coordinate music leadership and support for Sunday and Holy Day Liturgies, Parish Missions, Parish Retreats, weekday liturgies (as specified), prayer meetings, funerals, and other parish events as appropriate.
- c. Lead music and charismatic worship at weekend and Holy Day Liturgies on a regular basis.
- d. Collaborate as needed with music leadership for Upper Room.

- e. Prepare music plans for weekend and Holy Day Liturgies.
 - i. Provide & teach new music for use at the parish as led by the Holy Spirit, ensuring that music and texts are in accord with Catholic teaching and appropriate for the particular purpose (Liturgy, prayer meeting, etc.), and in a way that ensures the fullest participation of the faithful.
 - ii. Create songsheets/worship aids as needed, especially for special Liturgical celebrations such as Christmas and the Triduum.
- f. Scheduling
 - i. Create annual schedule for music teams, including the choir, for Sundays and Holy Days.
 - ii. According to current expectations, lead or delegate music leader for Daily Mass on Tuesday Noon, Friday 5:30 PM, Saturday 9 AM.
 - iii. Provide musician for monthly scheduled baptism.
- g. Music Teams
 - i. Recruit and train individuals to participate in the music ministry.
 - ii. Recruit, train, and evaluate music leaders as necessary.
 - iii. Facilitate regular or occasional meetings/rehearsals for instruction, inspiration and communication for musicians supporting music at Mass and other parish events.
 - iv. Provide legal copies of music for all Music Team members.
- h. Adult Choir: Recruit singers, prepare and lead choir for service at Liturgies approximately every three weeks from September through May, Christmas, Holy Week, Pentecost.
- i. Song books
 - i. Provide, maintain and update songbooks for use at Parish liturgies.
 - ii. Ensure all copies of music used at the parish are legal, authorized copies.
- j. Advise and mentor LIFE Teen Music Director in cooperation with the Director of Youth Ministry.
- k. King's Choir (children's choir)
 - i. Recruit volunteer director
 - ii. Oversee preparation for the choir to serve at Liturgies at least 2 times per year (Christmas Eve 4:30 PM Liturgy, Easter Sunday/First Holy Communion).
- l. Provide advice and guidance to couples and families for preparation of wedding and funeral Liturgies.

2. Liturgy

- a. Liturgy Preparation Team
 - i. Participate in weekly Liturgy Preparation Team meetings to:
 1. Participate in review calendar of upcoming Liturgical events.
 2. Collaborate in detailed planning of Liturgies on a weekly basis.
 3. Collaborate with other ad hoc groups as necessary to plan parish liturgical events (e.g. Pentecost Vigil, conferences, missions, retreats, etc).

- b. Prepare and manage budget for music, sound ministry, Liturgy supplies & equipment and flowers in conjunction with the Liturgy Preparation Team, Sound Ministry and other volunteers.
- c. Remain up to date with Liturgy documents, especially ongoing Liturgical changes.

3. Sound Ministry

- a. Collaborate with Sound Ministry Leadership to:
 - i. Provide equipment, and technical support for PA during CTK Liturgies and other parish events.
 - ii. Recruit & train Sound Ministry Techs
 - iii. Maintain and develop Sound System.
 - iv. Manage recorded audio files of homilies, talks, etc.
 - v. Edit homily files for posting, as needed.
 - vi. Maintain Assisted Listening devices.

4. Other

- a. Manage/accomplish projects assigned by the Pastor.
- b. Collaborate with parish staff for parish functions.
- c. Participate at monthly staff meetings.
- d. Other tasks as appropriate to assist parish staff and/or parishioners.