

ST. THOMAS AQUINAS PARISH/ST. JOHN CHURCH & STUDENT CENTER

POSITION TITLE: Director of Music, Full Time

MISSION STATEMENT We are a Roman Catholic parish in a university community, joining students of all ages, joining people from all walks of life and from all corners of the world, through Jesus Christ, our Lord.

VISION STATEMENT As a Eucharistic people, we nurture spiritual growth through worship, evangelization, stewardship, education, service, justice, outreach and hospitality.

JOB SUMMARY

- To coordinate the planning, implementation, and administration of a comprehensive music ministry for the congregations and community.
- To provide leadership to all parish staff members, contract musicians, student interns, and volunteers involved in the music ministry.
- To work in collaboration with the pastor, parish staff, and parish councils to help build a faith filled parish and community.
- To develop effective musical leadership within the parish.

PRINCIPLE DUTIES & RESPONSIBILITIES

- To promote the spiritual life of the congregation and its members through music ministry. To join in cooperative musical planning with the pastor and liturgy committee for all of the church liturgies throughout the year.
- To coordinate and implement effective Mass plans for the St. Thomas Aquinas and St. John Church Masses including:
 - Tuesday/Thursday evenings
 - Wednesday/Friday mornings (parish school masses)
 - Saturdays (televised)
 - Sundays
 - Easter and Christmas Liturgies
 - Feast Days
- To effectively lead, plan, and administrate over St. Thomas Aquinas and St. John musical ensembles. This includes but is not limited to traditional adult choirs, contemporary/folk ensembles, cantors, instrumental ensembles, and children's choirs.
- To coordinate and fulfill the musical responsibilities of all weddings, funerals, and special events throughout the parish including:
 - Spring Concerts
 - Lessons and Carols
 - First Penance Services/Confirmation/First Communion
 - Diocesan Events

- To train all ensembles in choral techniques, appreciation of sacred music, and leadership and participation in worship.
- Organize and supervise recruitment of members into the music program.
- Oversees maintenance of all musical instruments and music equipment within the parish including organ and piano tuning maintenance and sound equipment maintenance and purchasing.
- Balance and run audio for all Masses/school events/special events.
- Maintains a budget and financial accountability for the music program and all of its entities.
- Attend committees and meetings as requested.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree in church music, music education, or music performance advanced degree preferred.
- A background in Catholic liturgical music and experience in Catholic music ministries.
- Choral conducting experience. Proficiency in piano/organ, vocal coaching, ensemble directing, and orchestra conducting preferred.
- The ability to effectively communicate with staff members, volunteers, and parishioners through various methods (including but not limited to voice, written, and electronic).
- Ability to work with parish committees in regards to parish musical concerns.
- The ability to be a spiritual leader for the music ministry and the parish.
- A positive attitude towards making the parish an open and uplifting place for parishioners to worship
- Computer and technology skills are incredibly helpful