

DIOCESE OF YAKIMA
Position Description

JOB TITLE: Director of Music Ministries

DEPT/ PROGRAM/PARISH St. Joseph Parish, Kennewick

TITLE OF SUPERVISOR: Pastor

POSITION CLASSIFICATION: Part-time Hourly

Salary: \$20.00 per hour depending on qualifications

DATE PREPARED: November 2, 2020

DATE REVISED: July 10, 2024

APPROVED BY: Rev. Jose' Herrera

POSITION SUMMARY

A Vision of this Ministry

Under the direction and supervision of the Pastor, the Director of Music Ministries assists priests and deacons of Saint Joseph Parish of Diocese of Yakima in preparing and presenting liturgical celebrations in which the assembly can express their relationship with God, and their baptismal commitment to one another through sacred psalms, hymns, and songs which: 1) inspire and challenge the assembly to respond in song and prayer, 2) related liturgical action and Christian commitment, 3) affirm their unity as a community faith. The Director of Music Ministries will collaborate with the Ordinary of the Diocese of Yaima for the diocesan events 3 to 5 times a year.

MAJOR RESPONSIBILITIES

The following are essential duties associated with the position of Director of Music Ministries:

I. Primary Function

Pastoral Ministry

1. Prepare and play at Masses on Saturday, Sunday, Holy Days, and weekdays.
 - a. Mass Schedule:
Saturday: 5:30 pm (English Vigil Mass),
Sunday: 9:00 am, 11:00am and 5:30 PM, Holy days of obligation and weekdays when needed research, prepare, provide music for Holy Days (two liturgies each), Ash Wednesday: and
Holy Week services aside from weekend liturgies, and communal celebrations of Reconciliation (Advent and Lent). Provide worship aids (leaflet) if necessary.
 - b. Prepare and provide musical leadership for the liturgies from June – September, securing cantors and/or instrumentalists as needed. Directs and accompanies musicians for Holy Days of Obligation, Holy Week, Ash Wednesday.
2. Chooses music for all liturgies with direction from liturgical documents and guidelines.
3. Actively recruit new choir members, cantors and musicians
4. Responsible for implementing all parish practices as defined in the General Instruction of the Roman Missal (GIRM).

5. Assist planning all wedding, funeral and school liturgical services regarding appropriate music and competent musicians. *Refer to the parish pastor for a stipend amount.*
 - a. Research, prepare, and rehearse the funeral choir one day a week from September to June.
 - b. Provides music for weddings. Approves wedding music provided by others.
6. Responsible for introducing new music and Mass settings to the congregation and respective choirs.
7. Responsible for preparation of all printed programs containing musical selections for the parish.
8. Responsible for working within the budget for the Music Ministry, to meet with the pastoral assistant for administration on a regular schedule.
9. Be responsible for the continued maintenance of all musical instruments owned by the church. Maintain parish library of music, choir robes, and sound equipment used by the music ministries.
10. Other duties as assigned. As requested by other parishes and in consultation with Fr. Pulido, music services may be performed.

Diocesan Ministry

1. Invites, motivates, and trains all parish ministers of music
2. Provides liturgical formation, music education, and preparation for liturgical celebration for cantors/leaders of song, choral, and instrumental groups.
3. Serves as a resources consultant for parishes, assists in educating staff ministers of music in worship and to celebrate liturgies of music quality.
4. Keeps abreast of current developments in liturgy and in music, and directs music ministers to available training workshops, and formation opportunities.
5. Advise and assist with the sacred music education initiatives of the diocese.
6. Assist with planning, preparation, and execution for diocesan liturgies.
7. Keeps abreast of current developments in liturgy and in music, and directs music ministers to available training workshops, and formational opportunities.

II. Liturgical Skills

The Diocesan Director of Music Ministries has acquired basic information about the liturgy of the Roman Catholic Church and is able to integrate this with musical skills so that the liturgical music component of worship can be celebrated. Such basic information is usually acquired through the study of liturgical theology and church music, or through wide reading or experience in the field. The Director of Music Ministries demonstrates a knowledge and application of these basic documents:

- Constitution on the Sacred Liturgy (1963)
- Instruction on Music in the Liturgy (Musicam Sacram) (1967)
- General Instruction of the Roman Missal (2002)
- Music in Catholic Worship (1972)
- Directory for Masses with Children (1973)
- Environment and Art in Catholic Worship (1977)
- Introduction to the Lectionary (Revised, 1981)
- Liturgical Music Today (1982)
- Rite of Christian Initiation of Adults (1988)

WORK SCHEDULE

The normal work schedule to be determined by the Pastor. It is the attendance standard of the Diocese of Yakima for all employees to be present and on time each work period that they are scheduled to work. Full or partial absence during any scheduled work period, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Schedule: To be determined

Saturday: 4 pm to 8 pm

Sunday: 8 am to 2:30 pm, 5 pm to 8 pm

If services are provided to other parishes, it will not interfere with the 40 hours for St. Joseph's Parish in Kennewick, WA.

PHYSICAL REQUIREMENTS

This position normally requires the physical demands of standing, walking, bending, lifting or performing other work requiring low physical exertion, talking and hearing on a regular basis to perform the job requirements. These physical demands are required up to 90% of the time.

NON-PHYSICAL REQUIREMENTS

I. Education:

1. Undergraduate and/ or graduate degree in music or by professional study in applied music.
2. Knowledge of theory and harmony and the history of music.

II. Experience:

1. Must have good working knowledge of applicable Church documents on Liturgy, the rites and Sacraments of Initiation, Reconciliation, Anointing of the Sick and RCIA, particularly such documents as *Sacrosanctum Concilium*, the *Rite of Christian Initiation of Adults*, the *General Instruction of the Roman Missal*, *Liturgiam Authenticam*; *Redemptionis Sacramentum*; *Ecclesia de Eucharistia* (On the Eucharist in Relationship to the Church) and *Sacramentum Caritatis*.
2. Computer knowledge and skills are necessary in Word, Access, Excel and Publisher.
3. Three to five years experience in a related parish or diocesan position.

III. Special Skills:

1. Effective functioning of this ministry requires that the Director of Music Ministries is a person of prayer, is sensitive the cultural experience of parishioners, and understands their spirituality and worship life.
2. Proficiency in at least one accompanying instrument used in liturgical celebration or in voice and choral performance.
3. Knowledge of keyboard technique, service playing requirements, transposition, guitar Techniques, group vocal techniques for adults and children, choral conducting.
4. Understanding of acoustics, especially as they pertain to the space in which the parish worships .
5. Understands the use of instruments with choir and keyboards.
6. The music director often finds it necessary to adapt or write additional parts for music used in church. The Director of Music Ministries has these skills at ready use: basic knowledge of theory and harmony; ability to write simple musical scores, e.g., instrumental parts, descants.
7. Understanding of score reading and transposition of instruments
8. Certification of Diocesan Virtus Program, passing criminal background check

IV. Organizational Skills:

The position of Director of Music Ministries implies the involvement of other people in the musical programs of the parish. Certain skills of organization and planning are important for good celebrations. The

Director of Music Ministries is able to organize, or see to the organization of, these aspects of the music program of the parish:

1. Overall coordination of the various music ministries;
2. Budget planning and administration;
3. The long- and short-range planning of music;
4. The scheduling of music ministers;
5. The timely distribution of all schedules so musicians can rehearse;
6. The maintenance of a music library;
7. The selection and maintenance of instruments;
8. Seasonal evaluation of music ministries.

ACKNOWLEDGEMENT

THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND / OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. THE DIOCESE OF YAKIMA RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS "AT WILL" AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR THE DIOCESE OF YAKIMA WITH OR WITHOUT CAUSE OR NOTICE.

Signature of Employee

Date

Signature of Supervisor

Date

The Diocese of Yakima is an equal opportunity employer without regard to race, sex, color, place of national origin, age, or disability in otherwise qualified individuals as defined by EEOC regulations (§1630.2(m) and (n) and Title I of the Americans with Disabilities Act (ADA)). This is subject to the recognition that there are certain positions within the Diocese in which membership and active participation in the Catholic Church are required and/or desirable in order to fulfill the responsibilities of the position.

Weekly Activities for the Diocesan Director of Music Ministries

Monday:

- Meetings by appointment
- The music director conducts choir rehearsal in Spanish on Monday evenings
- Available for funerals, weddings or other celebrations
- Teaches liturgy and music with choirs and cantors
- Provides voice coaching
- Files music, dedicates time to read, study piano and organ in the Church, administrative office tasks, calendar planning
- Communication with choir's members and soloist to make sure are coming on the weekend, look for music publication for new music.

Tuesday:

- Meeting by appointment
- Teaches liturgy and music with choirs and cantors

Wednesday:

- Available for funerals, weddings or other celebrations
- Teaches liturgy and music with choirs and cantors
- Teaches piano and organ lessons Wednesday through Friday
- Provides voice coaching
- Files music, dedicates time to read, study piano and organ in the Church, administrative office tasks, calendar planning

Thursday:

- Runs rehearsals for adult's choir in English
- Teaches liturgy and music with choirs and cantors
- Piano and organ rehearsals, voice coaching, cantors' practices
- Provides voice coaching
- Files music, dedicates time to read, study piano and organ in the Church, administrative office tasks, calendar planning
- Desk work at the office
- Weekly meeting with the Parish staff and the Pastor for weekly ceremonies, weddings, quinceañeras, and funerals
- Meeting by appointment
- Teaches piano and organ lessons Wednesday through Friday

Friday:

- Runs rehearsals for kids' choir in Spanish
- Piano rehearsals, voice coaching, cantor practices
- Teaches piano and organ lessons Wednesday through Friday
- Teaches liturgy and music with choirs and cantors
- Provides voice coaching
- Files music, dedicates time to read, study piano and organ in the Church, administrative office tasks, calendar planning
- Available for funerals, weddings, or other celebrations

Saturday:

- Plays and provide music for Vigil Masses
- Provides voice coaching
- Files music, dedicates time to read, study piano and organ in the Church, administrative office tasks, calendar planning

Sunday:

- Plays and provide music for all the Sunday Masses and Latin Masses 2/3 times a week
- Provides voice coaching
- Files music, dedicates time to read, study piano and organ in the Church, administrative office tasks, calendar planning