

Director of Music and Organist – Job Description

Holy Spirit Catholic Church
3345 Lexington Road, Louisville, KY 40206

The Director of Music & (hereafter Director) is a full time (40 hours), salaried position twelve months of the year. The Director reports directly to the Pastor and collaborates closely with the Parish Pastoral Staff.

The goals for the Director of Music & Liturgy will be:

- to develop a prayerful, singing assembly through celebration, preparation, and evaluation and through education and personal ministry;
- coordinate all liturgical music to ensure appropriate reverence, joy, and engagement by the congregation at those celebrations;
- with the cooperation and assistance of all the parish ministers, the Director will support the gospel message through song and challenge the assembly to live it more fully.

The goals for the Program of Music will be:

- to build and sustain congregational song at the 5:00 p.m. Saturday and 8:00 & 10:00 a.m. Sunday liturgies;
- to help to increase regular attendance at these liturgies through the quality of music.
- to develop a plan to expand participation in all Music Ministries including Liturgical Choir, Children's Choir, Bell Choir, Cantors, and instrumentalists.
- to foster active participation at the liturgy through congregational singing, reflective and prayerful execution of instrumental and choral/solo musical selections.
- to evaluate current musical and liturgical resources and traditions, and potentially adjust them according to the ministerial vision of the parish, Worship Committee, and pastor.

Duties and Responsibilities

- The Director will be responsible for all music associated with worship, religious education, and school.
- Performing three liturgies as accompanist (piano & organ) and choir director per weekend or major feast.
- Coordinate and staff all other liturgies with competent musicians (volunteer or paid).
- Coordinate all instrumentalists and accompanists (piano, organ, guitar, wind/string instruments, etc.) and ensure quality of musical performance during masses at which these people minister.
- Plan and execute the music at all weekend and school liturgies, as well as special celebrations (listed below).

*The regular liturgical celebrations each year include:

a. Eucharistic celebrations on 52 weekends (3 per weekend);

Ash Wednesday; Holy Thursday, Good Friday, Easter Vigil (Triduum celebrations); all holy days of obligation (even when not obligatory); Christmas; Thanksgiving; and All Souls Day.

b. School Masses (1 per week) during the School Year.

c. Communal sacramental celebrations of: Reconciliation; First Communion (1); Confirmation.

d. Prayer Services throughout the year as appropriate.

e. Weddings & funerals.

- Weekly rehearsals with Liturgical Choir September through May/June (currently Wednesdays, 6:30-8:00).
- Restart Handbell Choir.
- Weekly rehearsals with Children's Choir during the school year (currently Wednesdays 4:15-5:00).
- Monthly group rehearsals (and more frequent individual rehearsals) with parish Cantors.
- Schedule Cantors and choirs on a rotating basis for all weekend and additional liturgies.
- Recruit, arrange, and coordinate special volunteer and professional musicians for Christmas and Holy Week/Easter celebrations (brass, strings, timpani, woodwinds, etc.), as well as conduct rehearsals and arrange music as necessary for these musicians.
- Arrange music for instrumentalists and handbells when no published versions are available.
- Ensure all copyright licensing and usage reporting to the major music publishers (GIA, OCP, WLP).
- Maintain and expand current Choral & Handbell Music Library.
- Execute management and effective utilization of sound system in the church
- Recruit, train, and rehearse with School Children serving as cantors or choir for the School Masses (currently 4 students per mass on a rotating basis).
- Pick readings for masses and feasts for which no specific readings are prescribed by the Church (i.e. All Souls, Thanksgiving, etc.).
- Coordinate with Youth & Young Adult and Child & Family Ministry heads for sacramental preparation and catechesis as appropriate (i.e. Family Sunday program).
- Provide a visible, accessible presence at parish events and demonstrate an interest and concern for the tastes and faith expressions of parishioners.

- Schedule, plan, advertise, and execute yearly Advent Lessons & Carols service.
- Serve as resource on musical and liturgical matters for all staff, faculty, and volunteer ministers in the parish, as well as provide catechesis to the parish at large on matters of corporate worship and musical celebration.
- Maintain active involvement in Archdiocesan and national networks/professional peer groups.
- Collaborate with the Pastor on preparation and implementation of the Music & Liturgy budget.
- Additional duties to advance the mission of the universal Church, the parish, and the music ministry as mutually agreed upon by the Pastor and Director.

The Director will be responsible to attend the following meetings in addition to any rehearsals scheduled:

- The parish staff meeting and any Archdiocesan meetings.

Qualifications

- Bachelor's Degree in Music or a related field required; Master's degree preferred.
- Proficient in piano, organ, conducting, arranging music, and singing
- Excellent computer skills (Microsoft Office, Publisher, Music writing/editing software such as Finale or Sibelius)
- Exemplary communication skills (working well with adults and children alike)
Pastor/Staff.
- Ability to improvise on keyboard instruments as well as reading music
- Eclectic/versatile musical knowledge and styles including standard modern Catholic music, chant, traditional hymns, folk, contemporary.
- Working knowledge of basic sound system functions
- A minimum of 3-5 years' work experience preferred.

Essential Job Functions

- Must be able to stand, walk, and sit for extended periods of time.
- Requires use of hands to play musical instruments.
- Must be able to speak and hear.
- Must be capable of lifting 20 pounds.
- Ability to climb one flight of stairs.