

## **Director of Music**

*Crescent Family of Parishes*

### **I. Identifying Information**

**Position Title:** Director of Music

**Status:** Part-Time or Full-Time

**Reports To:** Director of Worship

### **II. Primary Function**

The Director of Music serves as the principal musician, organist, and choir director for two parishes within the Crescent Family of Parishes (St. Saviour and St. John) and supports music ministry collaboration across the parish family.

This role works closely with the pastor, liturgy and worship coordinator, and parish musicians to ensure that liturgical music is well prepared, prayerful, and supportive of the Church's liturgical life, while honoring the musical traditions of each parish.

### **III. Position Responsibilities**

#### **A. Liturgical Music Leadership**

- Provide music for regular liturgical celebrations, including weekend Masses, Holy Days, weddings, funerals, and special parish liturgies
- Serve as principal musician (organ and/or piano) for assigned parishes
- Coordinate music planning for liturgical seasons and combined parish celebrations
- Prepare assemblies for liturgy through rehearsals and effective musical leadership

#### **B. Choirs, Cantors, and Ensembles**

- Train, direct, and supervise choirs, cantor programs, and instrumental ensembles
- Rehearse and support student musicians in parish school or religious education programs, as applicable
- Encourage active congregational participation through thoughtful repertoire selection

#### **C. Collaboration and Parish Life**

- Serve, in collaboration with the liturgy and worship coordinator, as a co-leader of the Worship Commission
- Support consistency and quality in music ministry across the Family of Parishes while respecting individual parish musical cultures

- Communicate music-related information through parish bulletins or other communication channels

#### **D. Supervision and Administration**

- Supervise musicians and coordinate substitute musicians
- Develop and manage the liturgical music budget
- Oversee copyright licensing and ensure compliance

#### **E. Professional Development**

- Maintain and develop personal and professional musical skills
- Participate in continuing education, workshops, and professional organizations as appropriate

#### **F. Additional Responsibilities**

- May assist with parish school music programs
- May collaborate with sound system or livestream volunteers as related to music ministry

### **IV. Position Specifications and Requirements**

#### **A. Skills, Knowledge, and Abilities**

- High proficiency in organ and piano performance
- Working knowledge of additional instruments commonly used in liturgical music
- Demonstrated skill as an effective choral conductor
- Knowledge and appreciation of Catholic liturgical tradition and current practice
- Ability to lead and sustain quality congregational singing
- Strong collaboration and communication skills
- Familiarity with office software; experience with music notation or scheduling software is desirable

#### **B. Education, Training, and Experience**

Qualifications may be met through a combination of education, credentials, and experience, including:

- Doctoral, Master's, or Bachelor's degree in music performance or music education

- American Guild of Organists certifications (FAGO, AAGO, CAGO, CMAGO, Service Playing Certificate, or equivalent)
- Archdiocesan Organ Proficiency Exam
- Experience in parish music ministry strongly preferred
- Experience supervising musicians or volunteers is beneficial

**V. Responsibility for Quantifiable Measures**

- Preparation and administration of the annual music budget
- Oversight of music purchases, licensing, additional musicians, and related expenses

**VI. Working Environment**

Regular weekend and evening hours are required, including additional commitments during Christmas, Lent, and Holy Week, sacramental celebrations, weddings and funerals.

**VII. Acknowledgement**

Employees of Crescent Parishes are expected to have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency, and to adhere to the policies and teachings of the Catholic Church. Employees may not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching or with the official positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops.

This requirement applies to any public speech, demonstration, writing, or other communication, including the use of social media or other digital technologies.

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_