

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Music Minister

EFFECTIVE DATE: 7/22

DEPARTMENT: Catholic Newman Center
at Miami University

POSITION SUMMARY:

The Music Minister at the Catholic Newman Center at Miami University is responsible for providing liturgical music for Masses and prayer services on Sundays and occasionally weekdays during the academic year. The Music Minister is also responsible for recruiting student music ministers/cantors and leading their rehearsals.

This position requires dedication to and appreciation of the nature and mission of the Catholic Newman Center. The Music Minister will need to take the time necessary to get to know students. From the student and University perspective, the person filling this position is a full-fledged member of the Catholic Newman Center staff, so it will be imperative for him or her to act in a manner consistent with that view.

The Music Minister is expected to collaborate closely and congenially with the entire staff of the Catholic Newman Center, as well as other constituents. The Music Minister must be a model of professional conduct and always represent The Catholic Newman Center and the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing who has a good knowledge of the Catholic Church, including structure and doctrine, and is faithful to the Magisterium. Passion for the Catholic faith and a desire to share it with others.
2. Proficiency, as defined by the National Association of Pastoral Musicians (NPM), in piano performance and cantoring.
3. Strong working knowledge of sacred/liturgical music.
4. Possession of a Bachelor's degree is expected; Master's degree in performance or theology is appreciated.
5. The ability to communicate and relate well to people. A team player who is collaborative and enjoyable, pleasant, and responsive. Someone who builds productive and mutually respectful relationships and engenders trust.

DUTIES & RESPONSIBILITIES:

- 1.* Primary responsibility for music at 10:00 a.m. and 8:30 p.m. Sunday Masses, as well as Holy Days.
- 2.* Recruit, coordinate and rehearse student musicians/cantors.
- 3.* Conduct rehearsals for musicians/cantor/choir each week prior to Mass.
- 4.* Schedule musicians/cantors.

- 5.* Plan music for Masses/prayer services.
- 6.* Prepare to occasionally be the only musician for a given Mass.
- 7.* Develop comprehensive knowledge of Newman Center staff, history, background, support and purpose.
- 8. Organization and filing of Choral-instrumental music.
- 9. Ordering of all needed music.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

SUPERVISION RECEIVED:

Works under direction of the priest Chaplain, Catholic Newman Center at Miami University.

SUPERVISION EXERCISED:

N/A

TERMS OF EMPLOYMENT: Hourly, Part-time, 13 hours per week

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature	Printed Name	Date
Supervisor Signature	Printed Name	Date