

**ST. GREGORY THE GREAT  
FAMILY OF PARISHES  
ST. JOHN FISHER CHURCH**

**I. IDENTIFYING INFORMATION**

Position Title: DIRECTOR OF MUSIC; ST. JOHN FISHER CHURCH

Status: Part Time

Reports to: SGG Director of Worship

**II. PRIMARY FUNCTIONS OF THIS POSITION**

The director of music ministries fosters the active participation of the liturgical assembly in singing; coordinates the preparation of music to be sung at various liturgical celebrations; and promotes the ministries of choirs, psalmists, cantors, organists, and all who play instruments that serve the Liturgy.” (Sing to the Lord, #45.)

**III. POSITION CONTENT**

**A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Engage the assembly as the primary ministers of music in worship
2. Have a working knowledge of the General Instruction of the Roman Missal and Sing to the Lord
3. Lead choral rehearsals
4. Principal musician for all Sunday (9:00 am & 11:00 am) and Holy Day/Eve Masses
5. Principal musician for weddings and funerals
6. Prepare a broad representation of liturgical music in the Catholic tradition for worship in the parish, both traditional and contemporary
7. Contract with additional musicians for Christmas, Triduum, and other parish celebrations as needed
8. Presence at agreed upon office hours
9. Meet regularly with SGG Director of Worship
10. SGG Director of Worship delegate to St. John Fisher Worship Commission
11. Keep choir areas and music office in good order
12. Arrange to keep piano and organ in good working order.

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

**A. SKILLS, KNOWLEDGE, AND/OR ABILITIES**

- Must have a high degree of proficiency in the use of organ and piano as attested to by formal credentials and a personal performance audition
- Should have a working knowledge of other instruments which might be used in liturgical music
- Must have the ability and desire to lead and sustain a program of quality congregational singing
- Must have a good knowledge of quality repertoire available for liturgical music programs for choirs, organ, and congregation

- Must be collaborative with other members of the Family of Parishes, other staff, and parishioner volunteers as this position will require much communication and collaboration amongst the Family of Parishes
- Familiarity with general office software and music notation software
- Communication skills (both written and oral)
- Willingness to learn through continuing education, particularly in the areas of music, liturgy, and sacraments

## **B. EDUCATION, TRAINING AND/OR EXPERIENCE**

- Experience in parish ministry, especially in the areas of music, liturgical ministry, and sacraments highly desired
- Must pass a background, reference and criminal check & be VIRTUS trained or successfully complete VIRTUS training prior to employment

## **V. WORKING ENVIRONMENT**

The Director is provided office space along with other members of the staff. He/she participates in regular meetings of the staff and maintains open communication with the SGG Director of Worship. Budget item will include funds for continuing education and professional memberships (NPM, AGO, etc). Regular weekend and evening hours are required.

Employees of St. John Fisher/St. Gregory the Great Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Family of Parishes and 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.

## **VI. ACKNOWLEDGEMENT**

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

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**