

**ARCHDIOCESE OF CINCINNATI  
POSITION DESCRIPTION**

**POSITION TITLE:** Music Minister

**EFFECTIVE DATE:** 9/2024

**DEPARTMENT:** Communication & Evangelization  
(Catholic Campus Ministry, WSU)

**LEVEL:** D

**POSITION SUMMARY:**

The Music Minister at Catholic Campus Ministry, Wright State University (WSU), is responsible for providing liturgically-appropriate music for Masses and prayer services on Sundays and Wednesday evenings, as well as other occasions. This individual is also responsible for recruiting student music ministers/cantors and leading their rehearsals. The Music Minister is an integral part of the campus ministry team whose work responds to Jesus' call to proclaim the Gospel and make disciples.

The Music Minister collaborates closely and congenially with the entire staff of Catholic Campus Ministry at Wright State University. The Music Minister must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

**CREDENTIALS & EXPERIENCE:**

1. A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith and sharing it with others.
2. A deep knowledge and love of Catholic liturgy combined with a desire to facilitate an encounter between Christ and His people in the Sacraments, particularly in the Mass, and an openness to discern and strategize as to the best way to do so.
3. Awareness of rubrics and Church teachings on music in the liturgy, especially the General Instruction for the Roman Missal, *Sacrosanctum Concilium*, and *Musica Sacram*, and awareness of current trends and schools of thought in Catholic liturgy and music.
4. Capable of leading both Traditional Worship (e.g. Gregorian Chant, Polyphony, Motets, Catholic Hymnody, etc.) and Contemporary Worship (e.g. Bethel/Hillsong, etc.), as appropriate.
5. Proficiency in piano performance and cantoring.
6. Dedication to, and appreciation of, the nature of Catholic college ministry. Willing to take the time needed to get to know the students as a natural part of the job.
7. A collaborative team player who is enjoyable, pleasant and responsive. Builds productive, mutually-respectful relationships and engenders trust.

**DUTIES & RESPONSIBILITIES:**

- 1.\* Organization and filing of choral-instrumental music.
- 2.\* Order needed music.
- 3.\* Manage licensing for liturgies at the chapel.
- 4.\* Plan music for all Masses and prayer services.
- 5.\* Primary responsibility for music at 11:00 a.m. and 6:30 p.m. Sunday Masses, 6:30 p.m. Wednesday Mass, and Holy Days. Holy Week and Christmas will demand additional hours. Responsible for finding substitutes if necessary.

- 6.\* Coordinate and schedule student musicians and cantors. Conduct weekly rehearsals of musicians and cantors.
- 7.\* Be present and actively participate in monthly staff meetings.
- 8. Actively participate in Catholic Campus Ministry priorities and activities, as well as perform any other tasks as assigned by the Director of Catholic Campus Ministry at WSU.
- 9. Develop knowledge of Campus Ministry staff, history, background, support and purpose.
- 10. Oversee production of worship aids, as needed.
- 11. Become familiar with WSU emergency policies, emergency contacts and emergency numbers.

**SUPERVISION RECEIVED:**

Works under the direction of the Director of Catholic Campus Ministry at WSU.

**SUPERVISION EXERCISED:**

N/A

**\* DENOTES ESSENTIAL FUNCTIONS OF POSITION**

**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