

**PERSONNEL POLICY GUIDELINES FOR CRESCENT PARISHES  
JOB DESCRIPTION – DIRECTOR OF MUSIC & WORSHIP**

**I. IDENTIFYING INFORMATION**

**Position Title:** Director of Music & Worship

**Status:** Full time, Exempt, 12 months

**Reports to:** Pastor

**II. PRIMARY FUNCTION OF THIS POSITION**

The Director of Music & Worship serves the parish as principal musician, organist, and choir director according to the highest professional standards established by this profession.

The Director of Music & Worship also serves the Family of Parishes by coordinating all the liturgical and sacramental aspects of parish life. He/she is a close collaborator with the pastor as a member of the Parishes Leadership Team and supports the pastor and other clergy in the ministries of sanctifying, teaching, and governing.

**III. POSITION CONTENT**

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

1. Provides service by playing for the regular parish liturgical celebrations including weddings and funerals
  - Trains, directs, and supervises choirs, instrumental ensembles, and cantor programs
  - Prepares assembly for liturgies through rehearsals prior to liturgies, rehearsals with students in parish school or religious education programs
2. Provides for liturgical updating and education of the parish
  - Introduces new music and encourages congregational participation
  - Communicates through parish bulletin or newsletter
  - Actively participates in parish organizations including pastoral staff, Worship Commission, liturgy preparation groups, music support committee
  - Ensure the liturgical and sacramental celebrations of the Family of Parishes are well prepared and celebrated
3. Maintains and develops personal and professional skills

- Attends in-service training opportunities
  - Sharpens skills through personal practice
4. Develops budget for liturgical music
    - Supervises and is accountable for expenditures
  5. Assisting the pastor in establishing policies and guidelines for worship and sacraments
  6. Supervise other liturgical and sacramental staff including music ministers, sacramental preparation staff, sacristans, et al.
  7. Serve as staff liaison to the Worship and Sacraments Commission and other consultative bodies
  8. May be involved in the parish school music program

#### **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

##### **A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)**

- Must have a high degree of proficiency in the use of the organ 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 skill as an effective choral conductor as demonstrated by formal credentials and/or a choral audition (rehearsal)
- Must have a knowledge and appreciation of the Church's liturgical tradition as well as current liturgical practice
- 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 adult and children's choirs, organ, and congregation
- Must be able to supervise other ministerial staff
- Must be collaborative with other members of the Parish Leadership Team and other staff, as well as parishioner volunteers
- Familiarity with general office software, as well as ministry scheduling software, music notation software, or design software is desirable
- Communication skills (both written and oral)

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

1. The qualifying degrees or credentials for professional status can be met in a variety of ways, including:

- Doctoral Level: A Doctoral Degree in music performance or music education, or Fellows/Certificate (FAGO) in the American Guild of Organists
- Master's Level: A Master's Degree in music performance or music education, or Associate's/Certificate (AAGO) in the American Guild of Organists
- Bachelor's Level: A Bachelor of Arts or Bachelor of Music degree in music performance or music education, or Colleague's Certificate (CAGO) and the Choir Master's Certificate (CMAGO) in the American Guild of Organists
- Private Study Level: The Archdiocesan Organ Proficiency Exam, or the Service Playing Certificate in the American Guild of Organists
- Experience in parish ministry, especially in the areas of liturgical ministry, music ministry, or sacramental preparation is helpful.
- Experience supervising other ministerial staff is helpful.

## **V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

Preparation and administration of annual budget, including purchase of music, liturgical supplies, payment of additional musical personnel, copyright fees and permissions, and programs

## **VI. WORKING ENVIRONMENT**

Regular weekend and evening work hours required. Along with the regular parish liturgical schedule, musicians may be required to provide music for additional services during Holy Week, sacramental celebrations, weddings, and funerals.

## **VII. ACKNOWLEDGEMENT**

Employees of Crescent 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 Catholic Church. 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.

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

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**