



## Music Ministry Section Leader Job Description 2017-18

### **PARISH MISSION:**

“Guided by the Holy Spirit, we are a community centered in the Eucharist. We seek to live our faith, to grow in holiness, and to proclaim the love of Christ through service to all.”

### **JOB PURPOSE:**

This position is responsible for reinforcing the music ministry at St. Mary in an encouraging and nurturing way; singing alone or as an ensemble for various Masses and concerts.

### **GOALS & OBJECTIVES:**

- Promote the implementation of sacred chant and polyphony by example and leadership
- Improve the quality of choirs by reinforcing musicality and vocal technique
- Build the confidence of volunteer members
- Foster an atmosphere of collegiality among the section leaders, accompanists, and members of the music ministry

### **REPORTS:**

Direct Manager: Director of Music

Guidance & Inspiration: Disciples of the Hearts of Jesus and Mary

### **TYPE:**

Non-Exempt, Hourly, Part Time: no benefits provided

Able to work flexible schedule as necessary (weekends, holidays)

**DUTIES & RESPONSIBILITIES (to include but not limited to):**

- Weekly: reinforce 9:30 & 11:30 choirs
- Monthly:
  - Men – join men’s choir at 4:30 Mass on 1<sup>st</sup> Saturday
  - Women – cantor 7:30 Mass on 1<sup>st</sup> Sunday
- Monthly: Rehearse with select ensemble
- Attendance at all rehearsals, Masses, and concerts listed on the calendar is required. Qualified substitutes may be allowed at the discretion of the Director of Music
- Record rehearsal tracks
- Solo performances as requested by the Director of Music
- Conduct rehearsals as requested

**TECHNICAL SKILLS & KNOWLEDGE PROFILE:**

- Bachelor of Music (Masters preferred); or one to two years related experience and/or training; or equivalent combination of education and experience
- Extremely punctual and reliable
- Excellent sight-reading ability
- Ability to prepare music outside of rehearsal times
- Ability to read modern and Gregorian notation
- Understanding of Catholic liturgy

**PROFILE FOR SUCCESS:**

Cooperation and teamwork: Works well with others

Judgment in job performance: Decision making ability

Reliability and quality of work: Achieves results

Mission of the Church: Connects the work of the parish office to the parishioner experience

Takes initiative: Develops continuously

Communication: Professional demeanor and interpersonal skills

Supervision and leadership: Leads courageously

As all Archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the teachings, goals and mission of the Church in performing their work. Every employee of St. Mary Catholic Parish is expected to model virtue and justice:

- Create a warm, welcoming, positive and cheerful workplace for both staff and parishioners
- Foster respect and dignity of all, do not gossip, do not slander or malign others
- Embrace a spirit of docility, obedience, and accept the leadership and vision of the Pastor
- Maintain confidentiality in all aspects of the job
- Demonstrate reliability, punctuality and personal integrity, personal issues do not interfere with managing work responsibilities
- Adhere to business professional dress code

Signatures and Approvals

<p><u>Review and Approval:</u></p>  <p>Pastor: _____ Date: _____</p>
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<p><b>ACKNOWLEDGEMENT AND APPROVAL:</b></p>  <p>Name: _____ Date: _____</p> <p>Manager: _____ Date: _____</p>
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## CALENDAR FOR SEPTEMBER 2017 – JUNE 2018 (SUBJECT TO CHANGE)

### Weekly:

Sundays 8:30 AM – 1:00 PM

### Monthly:

Men: 1<sup>st</sup> Saturdays 3:30 PM – 6:00 PM

Women: 1<sup>st</sup> Sundays 7:00 AM – 8:30 PM

### Feasts and Concerts:

#### September:

- 9/10 Marian Festival

#### October:

- 10/12 Marian Concert rehearsal (6:00PM)
- 10/14 Marian Concert (1:00PM)

#### November:

- 11/1 All Saints (7:00 PM)
- 11/2 All Souls (7:00PM)
- 11/12 Veteran's Day
- 11/26 Christ the King

#### December:

- 12/3 First Sunday of Advent
- 12/7 Christmas Concert Rehearsal (6:00 PM)
- 12/8 Immaculate Conception
- 12/9 Christmas Concert (1:00 PM)
- 12/10 Second Sunday of Advent
- 12/17 Third Sunday of Advent
- 12/24 Fourth Sunday of Advent (7:30AM, 9:30 AM)
- 12/24 Christmas Eve (4:00 PM, 6:30PM, 8:30 PM)
- 12/25 Christmas Day (12:00 AM, 8:30AM, 10:30AM)

#### January:

- 1/1 Mary: Mother of God (8:30 AM, 10:30AM)
- 1/5 Fr. Javier Ordination Anniversary (7:00 PM)
- 1/7 The Epiphany of the Lord

February:

- 2/14 Ash Wednesday
- 2/18 First Sunday of Lent
- 2/25 Second Sunday of Lent

March:

- 3/4 Third Sunday of Lent
- 3/11 Fourth Sunday of Lent
- 3/14 Rehearsal: *Via Crucis*
- 3/16 Stations of the Cross – *Via Crucis* (7:00 PM)
- 3/18 Fifth Sunday of Lent
- 3/22 Rehearsal: Holy Week
- 3/25 Palm Sunday
- 3/29 Holy Thursday (7:00 PM – 10:00 PM)
- 3/30 Friday of the Passion of the Lord (3:00 PM – 6:00 PM)
- 3/31 Holy Saturday (8:00 PM – 12:00 AM)

April:

- 4/1 Easter Sunday (7:30 AM, 9:30 AM, 11:30, AM)
- 4/8 Divine Mercy Sunday

May:

- 5/11 Fr. Luis Ordination Anniversary (7:00 PM)
- 5/13 The Ascension of the Lord, Mother's Day
- 5/20 Pentecost Sunday
- 5/27 The Most Holy Trinity

June:

- 6/3 The Most Holy Body and Blood of Christ
- 6/8 The Most Sacred Heart of Jesus
- 6/29 Fr. James Ordination Anniversary (7:00 PM)

July:

- 7/6 Fr Armando Ordination Anniversary (7:00 PM)

Other:

- Confirmation
- 1<sup>st</sup> Communion
- Marian Concert in May TBD