

DIRECTOR OF MUSIC MINISTRIES, ST. JOSEPH PARISH– CABOT, PA

The primary job responsibilities of the part-time Director of Music Ministries include the following:

- A. To help develop a prayerful, singing assembly through celebration, preparation, and evaluation, through education and personal ministry.
- B. With the cooperation and assistance of all the parish ministers, the Director of Music Ministries will support the Gospel message through song, and challenge the assembly to live it more fully.

The Director of Music Ministries will be responsible for all music associated with worship.

The regular liturgical celebrations this year will include:

- 1. Eucharistic celebrations on 52 weekends: Saturday, 6:00 p.m., Sunday, 8:00 a.m., 11:00 a.m.
- 2. The Easter Triduum: Holy Thursday, Good Friday, Easter Vigil and Easter Sunday
- 3. The Holy Days of Obligation Masses
- 4. All Souls Remembrance Mass, Thanksgiving, Ecumenical Lenten Service,
- 5. Communal Sacramental celebrations of Confirmation, First Eucharist, Anointing of the Sick, and (Reconciliation, if asked).
- 6. Wedding and funeral liturgies as needed. Funeral Stipend of \$100 paid by the family. Wedding stipend to be set by Director of Music Ministries, approved by the pastor.

The Director of Music Ministries will:

- 1. recruit, train, and schedule the parish cantors.
- 2. report directly to the Pastor.
- 3. have access to but not exclusive use of the parish church and the meeting room in the lower level of the Parish House for choir, cantor, and musician practice related to Liturgy or shall not be permitted gratis use of the parish facilities for private music lessons..
- 4. attend the parish staff meetings.
- 5. have three (3) weekends paid leave not to include Christmas or Easter if such falls on a weekend.
- 6. be responsible for a replacement and the reimbursement of any other leave beyond the three paid weeks. The Pastor shall be notified of any such arrangement.
- 7. be given the opportunity to attend a workshop or seminar approved by the Pastor. The parish will assume the fee of the workshop. The Director of Music Ministry will assume any travel/room and board costs not covered in the fee.
- 8. play for Solemn Evening Prayer which would include Eucharistic Adoration/Benediction (i.e. Christ the King)
- 9. supervise and coordinate the assisting musicians who serve on a regular basis.
- 10. rehearse the musicians brought in to participate in our liturgy.
- 11. assist at Liturgy on Memorial Day, July 4 and Labor Day.
- 12. hold weekly adult choir rehearsals during the established scheduled
- 13. prepare and submit a yearly music budget to the Finance Council for their review and consideration.
- 14. act as the Worship Committee Chair and be responsible for related responsibilities.