

Employer: St Francis of Assisi Church, Wakefield RI

Position Title: Director of Music Ministry

Position Status: Part-time

I. General Description

To provide effective planning, coordination and execution of music within the liturgical celebrations of the parish. Coordinates and directs the parish music program, planning music in collaboration with the pastor. Ability to play organ.

II. Job Responsibilities

1. Coordinates and directs the parish music program, planning music in collaboration with the pastor.
2. Provides leadership in areas related to liturgical music.
3. Possess skills to play the organ.
4. Provides music and musicians for all weekend masses and major celebrations.
5. Serves as consultant to parishioners for planning other sacramental liturgies.
6. Provides liturgical formation, music education, and practical preparation for cantors, choral and instrumental groups.
7. Selects and maintains musical instruments and supplies.
8. Coordinates services and schedules of parish musicians.
9. Collaborates with the pastor to ensure appropriate music for all sacramental celebrations and provides assistance, as needed.
10. Provide budget input for the parish music program.
11. Directs choir (s) and provides for musical accompaniment for Sunday Mass, on Holy Days of Obligation and special liturgical celebrations.
12. Schedules and conducts practices for choir and musicians.
13. Serves as a local parish resource to Religious Education staff regarding music.
14. Performs other work- related duties as requested.

III. Knowledge, Skills and Abilities:

Proven skills in the areas of music and coordination. Ability to successfully manage, and motivate volunteers. Must be able to prioritize workload to meet program requirements. Ability to work both independently and as a member of the pastoral team. Must be flexible, creative, and responsible.

IV. Education, Training and/ or Experience:

Previous experience in parish music ministry. Be an accomplished organist.
Participate as an active member of a Roman Catholic parish or faith community.
Possess a thorough understanding of the musical, pastoral, and liturgical judgments
that must be made in selecting music for liturgy.

Qualified applicants please send resume and cover letter to saintfrancis00@aol.com