



St. Elizabeth Catholic Church & School, Granite City

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Job Description – Music Director

<u>Department:</u>	Liturgy and Worship
<u>Title:</u>	Music Director
<u>Reports to:</u>	Pastor
<u>Hours/Position:</u>	Salary Position

Job Summary:

The Director of Music is a professional who holds specialized credentials in music and who has a thorough understanding of Roman Catholic liturgy. Under the supervision of the Pastor of Saint Elizabeth of Hungary Catholic Church (Granite City), the music director is to encourage full, active, conscious participation of the faithful at parish liturgies by providing musical support for parish and school celebrations, directing Music Ministry & Sound Ministry, and participating in ongoing liturgy preparation & evaluation.

Essential Duties & Responsibilities

1. Collaborate with the Pastor and other members of the pastoral staff in formulating and implementing the parish music program for use in liturgies and celebrations.
2. Plan, coordinate and execute music within the liturgical celebrations of the parish. This includes playing as well as providing and scheduling music, cantors and musicians for all weekend Masses, holydays, and major celebrations including Advent and Lent, weddings, funerals, parish missions, parish retreats/penance services and other parish and school events as appropriate.
3. Recruit, motivate, and train all parish ministers of music and seek to develop talent within the parish community.
4. Review and evaluate overall quality of music ministry program and make specific recommendations to the Pastor.
5. Provide liturgical formation, musical education, and practical preparation for all ministers of music. Hold regular rehearsals for cantors, choir and musicians. Facilitate regular and occasional meetings.
6. Consult and collaborate with pastoral team members who are directly involved in various liturgical and para-liturgical celebrations e.g. RCIA, First Reconciliation, School graduation events, Sunday evening vespers and benediction, Eucharist and Confirmation.
7. Serve as a resource for parish concerns regarding music. Help to educate staff, ministers of music, and the congregation to develop their understanding of the role of music in worship.
8. Provide, maintain and update songbooks for use at Parish liturgies. Ensure all copies of music used at the parish are legal, authorized copies.
9. Update and maintain all necessary licenses and copyrights.

10. Stay informed of current developments in liturgy and in music, and direct music ministers to available training workshops and formational opportunities. Attend conferences and diocesan events as required.
11. Prepare and manage the budget for the parish music program in collaboration with the Parish Bookkeeper and Pastor.
12. Mentor and train St. Elizabeth Royals School Choir in cooperation with the school music teacher and school principal and oversee preparation for the school/youth choir to serve at Liturgies at least 2 times a month.
13. Manage sound ministry, maintain the sound system and technical support for PA, manage recorded audio files and maintain Assisted Listening devices and music equipment.
14. Work to foster unity among all parish music ministers and ensembles.
15. Attend and participate in monthly parish staff meetings.
16. Other duties as assigned.

Required Education and/or Experience.

Bachelor's Degree in Music or equivalent experience. Demonstrate a knowledge of Catholic worship and liturgy.

Required Skills, Knowledge and Characteristics

Must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church. (Must be a Catholic, in good standing, in full communion with the Catholic Church, and an active member of a Roman Catholic Parish).

Experience in oral and organ music performance as well as leading music for liturgical celebrations.

Excellent keyboard/organ and or guitar and vocal skills

Experience and expertise with traditional Catholic music and contemporary Catholic/Christian music.

Strong oral and written communication skills. Exhibits high degree of good listening and comprehension. Able to meet deadlines. Dependable. Self-motivated and able to work with minimal supervision. Computer literate with proficiency in Microsoft Office and appropriate software programs. Excellent interpersonal skills. Commitment to continuous learning. Ability to adapt in an environment of constant change.

Working Environment

Must be able to lift 30 lbs. Position is a part-time, exempt position. The position requires a flexible schedule including night and weekend hours.
