

**Diocese of Gaylord
Job Description
Parish Music Director**

Status: Non Exempt

Reports to:

Revised: 02-20-09

Part time_____ **Full time**_____ **Hours per week**_____ **Pay per hour**_____

Primary Function:

To work with the pastor to oversee the parish music services and liturgical planning programs for all ages. To be responsible for the coordination and direction of choir(s) utilized within the parish.

Major Areas of Responsibility

- To be responsible for planning all music services for the parish to include Masses, funerals, weddings, and other liturgical services as necessary.
- Responsible for forming and directing different choirs, i.e. childrens, etc,
- Responsible for forming instrumental music groups or individual soloists.
- Responsible for recruiting and training cantors
- To be a member of the parish worship/liturgical commission.
- Be proficient in piano and organ keyboards.

Specific Responsibilities

- Prepare and play at Masses on Saturday, Sunday, Holyday, and weekdays.
- Actively recruit new choir members, cantors and musicians.
- Responsible for implementing all parish practices as defined in the General Instruction of the Roman Missal (GIRM).
- Be prepared to plan music for parish weddings and funerals as well as school liturgical services.
- Responsible to introduce new music and Mass settings to the congregation and respective choirs.
- Responsible for preparation of all printed programs containing musical selections for the parish.
- Responsible to work within the budget for Music Ministry, to meet with the business manager on a regular schedule.
- Other duties as assigned.

Qualifications:

Fully initiated, practicing catholic preferred with good communication and leadership skills. Must be proficient in piano and organ keyboards, with a familiarity of a variety of musical instruments. Must have experience working in a church liturgical setting, background in religious studies and theology preferred.

Employee_____Date_____

The above is intended to describe the general content of and requirements for the performance of this job. It's not to be construed as an exhaustive statement of duties, or responsibilities or requirements.

**Diocese of Gaylord
Performance Appraisal Form
Music Director**

Name _____ DATE _____

ANNUAL _____ 3 MONTHS _____ SPECIAL _____

JOB TITLE: Music Director

Job Description is updated yes ___ no ___

MAJOR RESPONSIBILITIES:

- | | |
|--|-------------------------------------|
| 1. To plan all music services for parish. | Meets _____ Needs Improvement _____ |
| 2. To form and direct all choirs, (childrens) | Meets _____ Needs Improvement _____ |
| 3. To form instrumental music groups and soloists. | Meets _____ Needs Improvement _____ |
| 4. To recruit and train cantors | Meets _____ Needs Improvement _____ |
| 5. To be a member of parish worship/liturgical commission. | Meets _____ Needs Improvement _____ |
| 6. To be proficient in piano and organ keyboards. | Meets _____ Needs Improvement _____ |

Please comment on any items that need improvement or have been outstanding in the performance of the Music Director:

Specific Responsibilities

- | | |
|---|-------------------------------------|
| 1. Prepare and play at Masses on Saturday, Sunday, Holydays and weekdays. | Meets _____ Needs Improvement _____ |
| 2. Implement all parish practices as defined in the General Instructions of the Roman Missal (GIRM) | Meets _____ Needs Improvement _____ |
| 3 Prepare to plan music for parish weddings, funerals and schools if applicable | Meets _____ Needs Improvement _____ |

4. Introduce new music and Mass settings to congregations and choirs.

Meets_____ Needs Improvement_____

5. Prepare all printed programs containing musical selections for the parish.

Meets_____ Needs Improvement_____

6. Responsible to work within the budget for Music Ministry,
meet with the business manager on a regular schedule

Meets_____ Needs Improvement_____

Please comment on any items that need improvement or have been outstanding in the performance of the Music Director:

Please outline and comment on overall performance and goals for next year:

Pastor

Date

Employee Comments:

Employee

Date