

• EMPLOYMENT OPPORTUNITY: ST. JOHN MUSIC DIRECTOR •

St. John's is seeking a full-time Director of Music Ministries to oversee our robust music heritage made up of children, teen and adult choirs, cantors and accompanists. Proficient experience in Catholic Liturgical Worship, including norms and directives for Sacred worship, is required. Proficiency is required in organ, piano, vocals, music composition, and the direction of cantors, choirs and accompanists. The Director must have the ability to work well with children, teens, and adults, and in collaboration with the presiding clergy and pastor. Responsibilities include the planning, preparation, direction and oversight of all liturgical music, and the recruitment and training of cantors, choirs and accompanists. Applicants must have proven experience, and a minimum of a Bachelor's degree in a related field. Full-time compensation and benefits will be commensurate with qualifications.

Please send cover letter, resume, and references to the Parish Office, ATTN Fr. Brian Mahoney, Pastor, or email to fr.brian@chelmsfordcatholic.org. **The deadline to apply is November 30th.**

• MUSIC DIRECTOR JOB SUMMARY •

Basic Framework and Expectations

The Director of Music Ministries is a member of the Professional Pastoral Staff of St. John Parish and the Chelmsford Collaborative. The Staff shares the collective responsibility of working with the Pastor in providing the professional leadership for the pastoral care of the parish and collaborative. All Staff members share a common commitment and professional leadership and pastoral care. As a result, all members of the Pastoral Staff, including the Director of Music Ministries, face these significant expectations:

- Staff provides the model for collaboration and collegiality for all parish and collaborative ministries. We aim to work together, sharing the Catholic Faith. We all therefore make a strong commitment to actively nurture a culture of Christian charity and grace, striving to recognize and welcome Christ in those we serve.
- We further commit to participate in respective staff or development meetings, staff development activities, periodic evaluations, parish and collaborative planning and all respective areas of decision-making.
- Integration of all our works and ministries into the collective work and care of the parish and collaborative is our normative goal. Each with their respective responsibilities and attendant duties will share and communicate all relative information that may affect or impact the pastoral responsibilities of other particular staff members.
- We all commit to taking active interest in all parish and collaborative matters, regardless of our particular job responsibilities and as far as possible to become knowledgeable of the whole of parish life in order to be stewards of its well-being.
- Must support the mission of the Catholic Church.
- Must maintain a life style that is faithful to Church teaching.

Job Summary:

The Director of Music Ministries is a full time primary staff position with the expectation of maintaining a minimum of forty hours of onsite service inclusive of office time, rehearsals, liturgical worship, funerals, weddings, and support for all pastoral music.

Supervisor: Pastor

Responsibilities: The Director of Music Ministries is responsible to:

- Develop full time music ministry in support to sacramental liturgical celebrations with respect to official liturgical guidelines and directives of the Catholic Church.
- Provide music for parish liturgies, weddings, funerals and pastoral liturgical devotions, retreats, missions, and days of recollection.
- Plan Catholic Liturgical Music under the direction of the pastor and in collaboration with the clergy.

- Organize and implement music with Adult choir, Contemporary Ensemble, Cantors, Children Choir, and Teen Choir at liturgies (currently Sat. 4:00pm, Sun. 8:30am & 10:30am, and 5:00pm)
- Assist Families in planning music for Funerals.
- Assist couples in selecting music for Weddings.
- Assist at Baptisms.
- Direct and accompany the music for the 4:00pm Mass each Saturday, 8:30am, 10:30am, and 5:00pm Masses each Sunday.
- Recruit and cultivate musical talent among parish for cantors, choir, and instrumental support.
- Coordinate Children, Youth and Adult Choir rehearsals, including preparing music sheets for each group.
- Coordinate winds and strings rehearsals for weekend Masses.
- Rehearse with Cantors for weekly liturgies.
- Attend and assist the pastor and clergy in liturgical planning meetings.
- Provide music for Special Liturgies and devotional needs such as:
 - Holyday Masses
 - Christmas Eve and Christmas Day Masses
 - Stations of the Cross (Fridays in Lent)
 - Solemn Benediction of the Blessed Sacrament
 - Holy Week Liturgies and Sacred Triduum
 - Easter Sunday Masses
 - Parish Retreat of Mission
 - Vacation Bible Fun (week)
 - Religious Education retreats/days of recollection (3-5 events per year)
 - Living Rosary Devotion
 - Mass for Anointing of the Sick
- Attend workshops offered by the Office for Worship to remain updated in guidelines and trends in music for worship.
- Manage and submit to Business Manager weekly timesheets for all Cantors and Musicians.

Qualifications:

- Degree in music or equivalent
- Ability to transpose and arrange
- Knowledge of Catholic liturgy and Sacred Music
- Willingness to work irregular hours
- Ability to perform outlined tasks
- Able to organize time and prioritize tasks
- Accomplished musician/keyboardist
- Accomplished vocalist

Working Conditions:

- Refer to the working agreement for details of employment.
- Staff meetings Office space provided at parish
- Standard RCAB Benefits package
 - i. Medical & Dental Insurance
 - ii. 401K – Retirement Plan

Accountability/ Supervision/ Performance Review:

The normal forum for accountability for Pastoral Staff members is the Pastor under the direction of the respective supervisor designated herein. The Director of Music Ministries is directly accountable to the Pastor and will consult with the Pastor and respective staff members in all major planning, including goals, policies, curricula, schedules, material acquisitions, and personnel issues.

The Pastor working collaboratively with the Pastoral Staff is the normal forum for program review for all Pastoral Programs and Departments.

The Pastor will offer a periodic written performance review. This review assesses how well the Director of Music Ministries has accomplished the tasks identified in the job description.