

OUR LADY OF MERCY

16 Baboosic Lake Road
Merrimack, NH

JOB DESCRIPTION

POSITION: Director of Music Ministry **FLSA Code:** Exempt
JOB TYPE: Part Time, 10-12 hours per week
SALARY: \$37,000+ Commensurate with Experience
CLASSIFICATION: Administration

INTRODUCTION: The Bishop of Manchester is the visible principal and foundation of the unity in the diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the bishop employs suitable, chosen collaborators, (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed at Our Lady of Mercy helps to extend the ministry of the Bishop in particular ways as outlined in the job description. All employees of Our Lady of Mercy assist the Pastor in serving the Parish. This position reports to the Pastor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In consultation with the Pastor and the Liturgy Committee, the Director of Music Ministry facilitates the development of the worship at Our Lady of Mercy Parish through music ministry. The Director is responsible for the effective planning, coordination, and execution of music within the liturgical celebrations of the parish and other parish programs. The Director is supported by the Liturgy Committee and collaborates closely with the Clergy and Parish Staff. Due to the nature of this position, it is desirable that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community.

GENERAL DUTIES AND RESPONSIBILITIES:

- Plans, coordinates and executes music for all parish liturgical celebrations (weekend liturgies, holy days and special celebrations, funerals, weddings and other prayer services) for 3 masses per weekend or 12-15 masses per month average, with a goal of congregational participation and prayer
- Plan and coordinate other liturgical celebrations in collaboration with the Liturgical Committee and/or Director of Faith Formation and/or Pastoral Associate
 - First Reconciliation

- First Communion/Confirmation
- Communal celebration of the Anointing of the Sick
- Communal celebration of Reconciliation
- Stations of the Cross (Fridays during Lent)
- Other Holy Days of Obligation
- Provides oversight and assistance to incorporating music in other parish programming such as parish retreats, youth programs, holiday and ministry gatherings, etc.
- Recruits, equips, motivates, supervises and serves parishioners in the music ministry
- Appropriately delegates tasks and activities to paid members of the Music Ministry to maintain balance and a cohesive team approach to the music ministry
- Serves as a resource on musical and liturgical matters for the parish
- Holds training, rehearsals (Holiday – Christmas and Holy Week) and development workshops for cantors, singers and musicians as needed
- In collaboration with the Pastoral Associate, meets with engaged couples and families to plan music for wedding or funeral liturgies (Approx. 2 weddings / yr and 30 funerals / yr)
- Assists in preparation and administration of the annual budget for music ministries
- Administers and coordinates the operation, maintenance and repair of the musical instruments and equipment as needed
- Ensures that all licensing and copyright regulations are followed
- Participates in the life and ministry of the parish
- Attend staff meetings (every 2-3 weeks), Liturgical Committee meetings (One / mo) and training as requested and as schedule allows
- Ability to offer organ/piano lessons a plus

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- A prayerful person of faith committed to personal and professional growth, with extensive knowledge in and love for Catholic liturgy and tradition
- Bachelor's Degree in Music or a related field required
- Experienced in choral conducting and development
- Proficient on piano and organ
- Broad musical knowledge of styles including standard modern Catholic music, traditional hymns, Folk Group, Gregorian Chant and Praise and Worship style of music
- Familiarity/flexibility with multi-lingual presentations is a plus
- Fully embraces the mission and vision of Our Lady of Mercy Parish
- Ability to work within a team
- Humility to receive and give feedback
- Servant leadership: we lead by serving others
- Ability to maintain positive relationships with team members
- Results-oriented
- Passion for reaching those who do not have a relationship with Jesus

WORK ENVIRONMENT:

- Will require speaking to and working with various ministry and groups of parishioners, teachers, parents, children and volunteers
- May require participation in offsite activities, i.e., trips to the Diocese, retreats, field trips, workcamps, etc.
- Daytime hours may be required from time to time
- Computer work may be needed to perform some duties
- General office - - clean, well lit, environmentally comfortable, no air borne particles. Building is not handicap accessible.
- Minimal exposure to chemicals related to copier equipment and general office solvents
- Position requires working at desk and or organ/piano during majority of work time with some need to stand and/or walk
- Building facilities are located in basement of office building so the ability to use stairs is a necessity. Building facilities located on main floor and on basement floor of Church Building.
- Lifting / carrying of objects weighing up to ten pounds may be required
- Reaching above, at or below shoulder level sometimes required
- Frequent hand manipulation to operate controls may be required