



ST. FRANCIS OF ASSISI - FRISCO	JOB DESCRIPTION
<u>Position/Title:</u> <b>Director of Music Ministry</b> <b>St. Francis of Assisi Catholic Church, Frisco, Texas</b>	<u>Department:</u> <b>Liturgy &amp; Sacraments</b>
<u>Reports To:</u> <b>Liturgy Director</b>	<u>Date:</u> <b>February 9, 2025</b>
<u>FLSA Status:</u> <b>Exempt</b>	

### General Summary of the Position

The **Director of Music Ministry** role at St. Francis of Assisi Parish is a Christ-centered, hard-working, solutions-orientated, and mission-focused professional. The main objective of the **Director of Music Ministry**, in the words of Pope St. John Paul II is to provide “an integral part of the Sacred Liturgy...which is to glorify God and sanctify and edify the faithful.”

The **Director of Music Ministry** is a highly capable professional who oversees and leads a diverse musical experience performed throughout our thirteen weekend Masses. These musical experiences currently consist of English and Spanish contemporary, traditional, “blended,” Latin, classical, praise and worship (*alabanza* choir) and mariachi. In addition to overseeing and guaranteeing outstanding music for all weekend Masses, the **Director of Music Ministry** will ensure best-in-class music is performed at other liturgies (i.e. Ash Wednesday, Triduum, Easter Vigil, Christmas Eve), special events (i.e. Diocese ordinations, Stations of the Cross/Lenten Vespers, Our Lady of Guadalupe Novena) and other services (such as first communions, confirmations, weddings, funerals and Quinceaneras).

The **Director of Music Ministry** promotes continuity and cohesiveness among all liturgical musical expressions while striving to ensure each Mass has its own unique musical signature. The **Director of Music Ministry** is not expected to personally lead each weekend Mass: he/she will, in collaboration with the Pastor and Director of Liturgy, identify specific weekend Masses to direct and/or perform music. The **Director of Music Ministry** will be responsible for ensuring the other liturgical musicians and Mass leads perform at peak ability.

The **Director of Music Ministry** places a priority on building a great team and culture within the choirs, works to grow the size of choirs as needed, provides pastoral care for and seeks to grow the level of spirituality and discipleship of the choir members.

The **Director of Music Ministry** collaborates very closely with the Director of Liturgy and the Liturgy Coordinator to ensure the music, and the liturgy are in perfect harmony, paying special attention to detail.

The **Director of Music Ministry** will also be able to organize, schedule, ensure accurate billing and record keeping of paid/stipend musicians, as well as schedule (and lead as applicable) rehearsals for all musicians, cantors, and choir members to maximize their success and talents.

The ideal candidate is self-motivated, innovative, and able to perform key tasks independently in a timely manner. This person should be a self-starter that enjoys working in a team environment and is excited to join a growing Catholic community with a vibrant culture focused on creating disciples of Christ. This role will require a firm understanding of our church's vision, mission ([Matthew 28:16-20](#)) and values.

### **Essential Duties and Responsibilities of the Position**

- Able to collaborate with the Pastor, Director of Liturgy and Senior Director of Operations to ensure the liturgical vision of the pastor is successfully executed at each liturgy and to care for the sung prayer of the parish through celebration, preparation, evaluation, education and personal ministry.
- Able to lead and give guidance to multiple liturgical musical expressions: traditional, contemporary, blended, Latin praise and worship, mariachi, classical, children's choir. Works to ensure success of all choirs (English and Spanish). Understands various cultural liturgical music expressions.
- Work with Liturgy Director and/or Coordinator on the preparation of all parish liturgies, including but not limited to Saturday evening and Sunday Masses, holy days, Triduum, vespers, weddings, funerals, quinceaneras and other civil and religious holidays and feasts (i.e., St. Francis of Assisi, St. Patrick's Day, Memorial Day, Thanksgiving).
- Responsible for leading multiple rehearsals and ensuring other choir leaders are conducting sufficient rehearsals as well.
- Is responsible for leading music for various bilingual Masses throughout the year.
- Responsible for expanding choirs, ensembles, and volunteer cantors, etc. as needed.
- Able to recruit, audition multiple section leaders as needed.
- Takes a vested interest in the spiritual formation and pastoral care of all musicians and choir members as well as deepen the liturgical understanding and prayer of choirs through liturgical formation.
- Selects music for liturgies; striking balance of introducing the congregation to new music along with perennial hymns.
- Responsible for collaborating with Sacrament Team as well as proactively consulting with parishioners preparing for sacramental liturgies, e.g., Weddings, Funerals, Quinceaneras, to select music.
- Willing to perform and/or support concerts and special events such as Christmas concert.
- Responsible for tracking multiple musicians' and singers' performance schedules.
- Prepares annual budget, in tandem with Director of Liturgy, Finance Director, Pastor and Senior Director of Operations.
- Tracks expenses and ensure musician stipends are accurate and musician vendor's invoices are precise and paid in a timely fashion.
- Able to deal with contracts, vendor partners such as musician sourcing organizations.
- Oversees the maintenance of parish musical instruments; works with vendors for tuning, repair, maintenance as needed.
- Arranges for substitutes during times of absences.

- Collaborates with the Parish AV Specialist and AV volunteers to ensure sound system is working at peak performance.
- Keep abreast of developments in sacramental theology, liturgy, the requirements of Canon Law, liturgical practice nationally and diocesan policies and guidelines and update the parish on these matters.
- Pursues personal ongoing musical, liturgical, and pastoral formation.
- Attends regular liturgy, staff and other relevant meetings and staff functions.
- All other duties as assigned by the Pastor, Liturgy Director or Senior Director of Operations.

### **Position Requirements**

#### **Knowledge, Skills and Abilities:**

- Must be willing to be flexible and adaptable in a changing environment.
- Must be able to perform musically and sing as needed.
- Understand different cultural liturgical celebrations.
- Must be able to conduct and oversee choirs (and cantors) and musicians.
- Must be able to play organ and piano.
- Thorough understanding of the Catholic Liturgy
- Must understand the connection between music, liturgy, and discipleship.
- Must possess a servant-leadership mindset.
- Able to relate to and manage creative, artistic musicians and singers.
- Must maintain a positive, upbeat, self-starting, solutions-centered, can-do attitude.
- Must be adept at problem solving.
- Must understand the importance of the parishioners and the community served by St. Francis of Assisi.
- Must be able to thrive with minimal supervision.
- Must possess the ability to easily interact and relate with a wide assortment of personality types.
- Must have the ability to listen carefully and take direction well.
- Ability to manage time and prioritize accordingly.
- Must be a Catholic in good standing.
- Excellent oral and written communication skills.

#### **Education and Experience:**

- Bachelor of Arts, Music, or similar degree or equivalent experience required.
- Bachelor or Master of Theology, philosophy, or pastoral administration a plus.
- Bilingual (English and Spanish) preferred.

#### **Special Requirements:**

- Frequent evenings and weekends; other meetings and a schedule of work/office hours during business days will be arranged and agreed upon.