

Director of Music Ministries
St. Faustina Parish
Fulshear, TX
Archdiocese of Galveston-Houston

The Director of Music Ministries is responsible for directing, planning, and implementing all music-related programs and activities. The Director of Music Ministries will report to the Pastor with oversight by the Liturgy Council. The goals of the Director will be:

- to develop a prayerful, singing community through celebration, preparation and evaluation;
- with the cooperation and assistance of all other parish ministers, the Director of Music Ministries will support the gospel message through song and music and challenge the community to live it more fully.

The goals for the music ministries programs will be:

- to develop plans to expand participation in all music ministries including Liturgical Choir, Children's Choir, Youth/Teen Choir, Cantors, various ensembles and instrumentalists.
- to foster active participation at the liturgy through congregational singing, reflection and prayerful execution of instrumental and choral and solo musical selections.
- to elevate the current musical resources and traditions, and direct them according to the ministerial vision of the parish, Liturgy Council, and pastor.
- to enhance the liturgical experience by balancing contemporary and traditional music (hymns, songs, instrumentals) that bring to the senses the presence of the Holy Spirit.
- to help increase regular liturgy attendance through the quality of music.

Duties and responsibilities:

- The Director of Music Ministries will be responsible for all music associated with worship, religious education related activities, social ministries, evangelization, and sacrament-related events (baptisms, weddings, funerals, etc.).
- The Director of Music Ministries will be responsible for coordinating with other ministries the use of competent musicians.
- Continuously recruit and assimilate new choir members and musicians.
- Recruit, arrange, and coordinate special volunteer musicians for Christmas, Holy Week/Easter celebrations, and selected feast days.
- Select, coordinate, and schedule Cantors for each Mass ensuring they demonstrate the highest quality of musical gifts.
- Coordinate and select all musicians (guitar, bass, wind instruments, etc.) and ensure quality of musical performance during all liturgies.
- The Director of Music Ministries will be responsible for the weekly and long-term planning and executing the music at all weekend liturgies and special liturgies.
- Coordinate regularly scheduled rehearsals for all choirs and ensembles.
- Ensure all copyright licensing and usage reporting to the major music publishers.
- Serve as a member of the Liturgy Council and attend all Liturgy Council meetings.
- Work in partnership with other ministry heads

- Select and manage an appropriate repertoire and build upon the music library reflecting the interests, tastes, and faith expressions of parishioners.
- Serve as a resource on musical matters for all staff and volunteer ministers in the parish, as well as provide catechesis to the parish at large on matters of worship and musical celebration.
- Work closely with the Business Manager on matters of budget, scheduling, space utilization and other resources.
- Work closely and effectively with the Creative Technology Coordinator on all matters involving sound and audio visual equipment.

Experience and Qualifications:

- Minimum of 4 years as a Director of Music at a large Catholic parish or at the Diocesan-level with multiple musical choirs and musicians.
- Master's Degree in Music or related field required.
- Proficient in piano, in conducting, and singing as attested to by formal credentials and a personal performance audition.
- Proficient working knowledge of other instruments which might be used in liturgical music.
- Demonstrated skill as an effective choral conductor.
- Exemplary communication and teambuilding skills (working with staff, volunteers, children, students, and parents)
- Ability to improvise on keyboard instruments as well as reading music.
- Extensive musical knowledge including standard modern Catholic music, traditional Catholic hymns, and Praise and Worship style of music.
- Proficient understanding of Roman Catholic liturgical requirements for weekend Masses and other liturgical celebrations.
- Intermediate level proficiency in computer skills (Microsoft Office, Publisher, Music writing/editing software, and social media).
- Demonstrated ability to work independently, organize and effectively manage multiple priorities.

Essential job functions:

- Must be able to stand, walk and sit for extended periods of time.
- Requires use of hands to play musical instruments.
- Must be capable of lifting 15 lbs. or more on a regular basis.

Working environment:

- This is a full-time position requiring regular weekend and evening work hours.
- Must be flexible depending on the scheduling of special liturgies and parish events.

Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to info@saintfaustinachurch.org with Director of Music Ministry in the subject line or mail to:

St. Faustina Catholic Church
 Attn: Director of Music Ministry
 P. O. Box 1099, Fulshear, TX 77441