

POSITION DESCRIPTION: Music Director

St. Francis of Assisi Parish
5265 Placida Road Grove City, FL

Reports to: Pastor

Classification: Salaried/Exempt

Position Type: Full-time

Area of Interest: Parish

Overview

This position is responsible for music at all liturgical and non-liturgical celebrations; the training, development, and preparation of cantors, musicians, and choir members; and all administrative functions associated with the position.

Job Responsibilities

- Plans and prepares all music for all liturgical activities, in keeping with the preferences of the pastor
- Accompany preferably by both organ and piano
- Leads all weekend Masses and Holy Days, Funerals, Weddings, Penance Services, taped TV Masses, Christmas Concert, among others
- Teaches both contemporary and traditional music that reflects Vatican II theology and scriptural texts
- Plans and leads rehearsals with cantors, choirs, and musicians to prepare for all liturgies and non-liturgical concerts/performances
- Recruits, trains, and develops cantors, musicians, and choir members
- Maintains professional competence through regular music practice
- Works with staff to coordinate bulletin announcements, publicity, etc.
- Participate in monthly staff and liturgy meetings
- Maintains organized and updated music files
- Provides accurate copyright information and coordinates all financial responsibilities.
- Organizes and maintains all equipment used by musicians, including but not limited to organ, piano, microphones, stands, sound system

- Collaborate with other Music Directors and outside contacts to facilitate the growth of new ideas.
- Performs any other duties as directed by the Pastor/Administrator

Requirements

- Master's degree in music or related field OR Bachelor's degree with 15+ years of experience in lieu of master's degree
- Must be a practicing Catholic.
- Experience with liturgical music in a parish setting.
- Basic computer skills.
- Personal maturity and flexibility, an appreciation for the path of discipleship, commitment to assisting the faithful to grow in understanding and appreciation for Sacred Liturgy and sacred music.

Link to On-line Position Listing:

<https://myjobs.adp.com/dioceseofvenicecareers/cx/job-details?reqId=5001114302800>

Contact:

Robert Clark
Business Manager
Saint Francis of Assisi Church
5265 Placida Road
Grove City, FL 34224
Bus. Phone: 941-697-4899
Cell Phone: 508-423-0594
rclark@sfoachurch.com