JOB DESCRIPTION
St Gregory the Great Family
Immaculate Heart of Mary Parish (IHM)

Position Title:	Associate Director of Worship Immaculate Heart of Mary Director of Liturgical Music
Status:	Full-time, Exempt, 12 months
Reports to:	Director of Worship

PRIMARY FUNCTION OF THIS POSITION

The Associate Director of Worship/IHM Director of Liturgical Music fosters the active participation of the assembly in singing; coordinates the preparation of music to be sung at various celebrations; and promotes the ministries of choirs, psalmists, cantors, organists, and all who play instruments that serve the liturgy.

MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Provides service by playing for the regular parish liturgical celebrations including weddings, confirmation, and funerals.
    a. Weekend Masses: 5:00 pm Saturday, 9:30 am and 11:30 am Sunday.
    b. School Masses as scheduled.
    c. Wednesday and Friday noon Masses.
2. Trains, directs, and supervises choirs, instrumental ensembles and cantor program.
    a. IHM adult Choir rehearsals are on Wednesday from 7:00 to 9 pm.
        i. The choir performs for 9:30 am Mass weekly, during Holy Week, on Christmas, Confirmation, and other special occasions.
3. Provides liturgical updates and education for the parish.
    a. Introduces new music and encourages congregational participation.
    b. Actively participates in parish organizations including pastoral staff, and the IHM Worship commission.
    c. Prepares worship aids, either printed or via overhead projector, for weekend Masses, Holy Week, Christmas, Confirmation, and other special occasions.
    d. Oversees changing the Breaking Bread books annually.
    e. Works with and advises sacristans concerning upcoming feasts and reading changes.

4. Maintains and develops personal and professional skills.
    a. Attends in-service training opportunities.

b. Sharpens skills through personal practice.
c. Cooperates with the liturgical music projects of the Deanery and or Archdiocese when feasible.

5. Works with the Business Office on a liturgical music budget.
    a. Oversees and schedules all work done on the church organ and piano (including regular maintenance, repairs and upgrades.)
    b. Administration of annual budget, including purchase of music and musical instruments, paying copyright fees and securing permissions.

POSITION SPECIFICATIONS/REQUIREMENTS

1. Skills, Knowledge and/or Abilities
    a. Must have a high degree of proficiency in the use of an organ as attested to by formal credentials and an audition.
    b. Should have a working knowledge of other instruments which might be used in liturgical music.
    c. Must have skill as an effective choral conductor demonstrated by formal credentials and/or an audition.
    d. Must have knowledge and appreciation of the Church's liturgical tradition as well as current practice.
    e. Must have the ability and desire to lead and sustain a program of quality congregational singing.
    f. Must have a good knowledge of quality repertoire available for liturgical music programs for adult and children's choirs, organ, and congregation.
    g. Familiar with general office software.
    h. Communication skills (written and oral).
    i. Willing to collaborate with members of the IHM community and members of St Gregory the Great Family.

2. Education, Training and/or Experience
    a. The qualifying degrees or credentials for professional status for this position can be met in a variety of ways, including:
        i. Doctoral Level: A Doctoral Degree in music performance or music education, or Fellows/Certificate (FAGO) in the American Guild of Organists.
        ii. Master's Level: A master's degree in music performance or music education, or Associate's/Certificate (AAGO) in the American Guild of Organists.
        iii. Bachelor's Level: A bachelor's degree or Bachelor of Music Degree in music performance or music education, or Colleague's Certificate (CAGO) and the Choir Master's Certificate (CMAGO) in the American Guild of Organists.
        iv. Private Study Level: The Archdiocese Organ Proficiency Exam, or the Service Playing Certificate in the American Guild of Organists.
    b. Experience in parish liturgical music programs.
    c. Must pass a background, criminal, and reference check. All employees of Immaculate Heart of Mary Church must be SafeParish trained and be current on their quarterly bulletins.

3. Working Environment

a. Regular weekend and evening work hours required. Along with the regular parish liturgical schedule, musicians may be required to work additional services during Holy Week, sacramental celebrations, weddings, and funerals.
b. Employees of Immaculate Heart of Mary Catholic Church/St. Gregory the Great Family will have knowledge of the Catholic faith, a willingness to work for Catholic, faith-based agency and adhere to the policies of Immaculate Heart of Mary Catholic Church.
c. Employees will not publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. The requirement includes any public speech, demonstration, or writing including the use of social media or other digital technologies.

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date