

Job Description

Title: Director of Music

Reports to: Pastor/Operations Manager

Location: St. John the Evangelist
Naples, FL

The Music Director is responsible for assisting the pastor in planning and leading worship at the parish, as well leading the congregation in praise of song in liturgical and para-liturgical settings. The Director is a member of the ministerial staff and pastoral team of the parish. is a full-time, salaried position working 35 hours per week.

Essential Duties

- Plan and provide music for all liturgical celebrations including all weekend Masses, as well as all Holy Day and special liturgical celebrations, to include Veteran's Day, St. Patrick's Day, St. Joseph's feast, and Memorial Day
- Manage the activities and schedules of the cantors, adult choir, and instrumentalists of liturgies and special events. Develop musicians' musical abilities and understanding of the liturgy. Prepare choir and cantor books with music.
- Provide sacred music of the highest quality in accordance to the instructions in the documents of the Catholic Church, themes of each liturgy, and clergy requests, including arranging or composing music to fully engage the musician(s) and parish family
- Foster active participation at the liturgy through congregational singing, reflective and prayerful execution of instrumental and choral/solo musical selections combined with appropriate silence
- Keep abreast of developments in sacramental theology, applicable Canon Law, liturgical practices, and Diocesan policies and guidelines
- Facilitate all technology relevant to music and worship including sound equipment, musical instruments, and the preparation of digital or tactile worship aids
- Provide highly skilled instrument playing (organ or piano preferred) without diverting the congregation from focus on the liturgy, prayer, or worship
- Send hymns, songs, and weekly scripture readings to the bulletin editor
- Prepare the Priest book, to include mass intentions and announcements
- Assist families and the pastor/administrator in the planning of weddings and funerals and provide music ministry for such occasions
- Attend all staff meetings and planning meetings

- Expand participation in all Music Ministries including Adults, Children and Teens, as Cantors, vocalists and instrumentalists
- Direct and lead traditional and contemporary ensembles
- Prepare and maintain the parish liturgical calendar
- Provide for coverage should (s)he be absent due to illness or approved time away

Skills and Experience

- Master's Degree in Music preferred
- Member of the Catholic Church
- Experience in liturgical music
- Outstanding instrumental skills, preferably organ and piano
- Excellent flexibility, leadership and planning skills
- Excellent communication skills both written and oral
- Ability to show compassion, empathy, and professionalism when meeting with parish families