



St. Patrick Parish

ROMAN CATHOLIC CHURCH

Position Title: Director of Music Ministry- DMM (Full Time)
Reports To: Pastor

St. Patrick Church in Kennett Square, PA is a vibrant parish community comprised of 1500 families. Currently we are seeking a Full Time Director of Music Ministry (DMM) to effectively oversee, coordinate, accompany and lead the Sacred Music for the Liturgical Celebrations of our parish.

POSITION SUMMARY:

The DMM reports directly to the Pastor while working together and in alignment with our parish staff, music ministry leaders, volunteer/hired/visiting musicians and cantors, parishioners and the Archdiocese. His or Her role is to lead, coordinate and provide Sacred Music aligned with the Liturgical norms and Liturgical Celebrations for St Patrick's Roman Catholic Church. This is a full-time year-round position with a combination of flexible and mandatory hours (including weekend and evening availability) with 3 key areas of focus:

1. Lead, coordinate, conduct and manage all resources and aspects of our Parish music ministry.
2. Grow and develop our music ministry through recruiting gifted and qualified musicians, cantors and persons who have passion to serve the Lord with their talents.
3. Align our music ministry to the fullness of Church Worship, through a love and understanding of the Liturgical Norms of the Church and sharing that love and understanding with our parish.

KEY JOB FUNCTIONS AND RESPONSIBILITIES:

General Responsibilities of the DMM include but are not limited to the following:

- 1) Report to and collaborate with the Pastor in formulating and implementing the parish music program, aligned to St. Patrick Vision and Mission as well as to the Roman Catholic Church.
- 2) Oversee, arrange, guide and ensure music coverage for parish liturgies. This includes 4 Masses each weekend and special liturgies throughout the year.
- 3) Provide and set schedule of music, cantors, and accompanists for 4 weekend Masses, Holydays, and major celebrations. His/Her presence at Sunday Liturgy is expected.
- 4) Seeks faithful disciples from within our St. Patrick Parish Community who have musical ability and develops that ability for service. Assists existing ministers of music in their service.
- 5) Direct, Lead and Guide the Children and Adult Choirs of our parish, and oversee our Guitar Group.
- 6) Provide liturgical formation and practical preparation for all ministers of music, including regular rehearsals for cantors and choirs.
- 7) Consult and collaborate with pastoral team members who are directly involved in various rites and sacramental celebrations, e.g., Funerals, Weddings, OCIA, First Eucharist, Penance, and Confirmation.
- 8) Conducts required administrative duties, including updating and maintaining all necessary licenses and copyrights, purchasing necessary music supplies, and providing timely information needed for processing music-related expenses/payroll.
- 9) Maintain the music library, ensuring that all materials are organized and accessible.
- 10) Stay informed of current developments in liturgy and music; participate in pastoral music workshops and encourage others to do the same.
- 11) Work to foster unity and growth among all parish music ministers.
- 12) Through witness and teaching, strives to educate parishioners on the beauty of liturgical music as it relates to a fuller worship of God.

KNOWLEDGE AND EXPERIENCE REQUIRED:

EDUCATION

- A bachelor's degree or equivalent in music, sacred music, liturgy or the equivalent is desired, but not mandatory.

EXPERIENCE

- Professional competence in organ and piano, along with vocal performance and proficiency in the reading of music
- Experience and enthusiasm for offering varied Roman Catholic Music within Liturgical Traditions
- Excellent Collaboration and communication Skills
- Self-sufficient in the use of computer and music software and technology, as needed
- Previous experience as a Music Director for a Catholic Parish or equivalent position is preferred
- The ability to work professionally and collaboratively with others
- Must prove or obtain prior to employment clearances required by the Commonwealth of Pennsylvania and the Archdiocese of Philadelphia

Interested applicants should submit a cover letter, resume and two references to the pastor, Fr. Christopher B. Rogers, frrogerssp@gmail.com

The Deadline for application packets is: Monday, February 17, 2025
