

Music Director

Position Summary:

The Music Director will be responsible for all aspects of the music ministry at Mother Teresa Catholic Church, providing musical direction for all liturgical events of the parish. They should understand the integration of musical and liturgical forms as practiced in the traditions and Canons of the Catholic Church. This is a part-time position, 12-18 hours per week, and reports directly to the Pastor.

Duties and Responsibilities:

- Coordinates with the Pastor in determining the parish repertoire for all liturgies: Sunday and Holy Day Masses, weddings, funerals, and designated parish celebrations, i.e. First Communion, Confirmation, etc.
- Maintains a structure that provides consistency with the ministry.
- Coordinates the purchase, maintenance, and distribution of liturgical music resources, music licenses and instruments for the parish.
- Recruits, oversees training, and supervises musicians for all liturgies.
- Recruits choir members for choirs/ensembles through regular announcements & personal contacts.
- Regularly directs rehearsals and provides on-going training with individual musicians, cantors, and ensembles.
- Prepares music ministry schedules.
- Instills a sense of service and stewardship within the Ministry.
- Prepares and maintains the liturgical music budget.
- Creates a long-range plan for the development of music and music ministry in the parish.
- Provides encouragement, evaluation, and appreciation to musicians of the parish.
- Attends meetings relevant to the position, including staff meetings and Liturgical Committee meetings.
- Other music related duties as needed.

Position Qualifications:

- High degree of proficiency with a principal instrument capable of providing musical leadership during liturgies, preferably keyboard or piano.
- Ability to lead and train musicians in music theory and application.
- General knowledge of Microsoft Office and general office equipment needed to complete job tasks.
- Active member of the Roman Catholic Church.

Please submit resume to:
Mother Teresa Catholic Church
Attn: Lisa
2014 NW 46th Street
Topeka, KS 66618