



ASSOCIATE DIRECTOR OF MUSIC

Summary/Purpose:

Assist the Director of Liturgy and Music in implementing a comprehensive parish music program. This includes, but is not limited to, accompanying music at Masses, conducting choirs, rehearsing and selecting music for liturgical celebrations, managing the coordination and training for music ministry volunteers, and carrying out related administrative duties as needed.

Employer: Saint Bede Catholic Church, 3686 Ironbound Road, Williamsburg VA 23168

Supervisor: Director of Liturgy and Music

Working Relationships: Associate Director of Liturgy
Youth Choir Coordinators
Music Ministry Volunteers
Choral Scholars
Guest Musicians
Liturgical Ministry Volunteers
Parish Wedding Coordinators
Parish Staff and Office Volunteers

Responsibilities & Tasks:

Coordinating and performing related duties for multiple Handbell Choirs
Directing Spanish Choir and performing related duties for all liturgies in Spanish
Accompanying vocal choirs at Masses and other liturgies as scheduled
Coordinating the cantor program and providing leadership to parish instrumental musicians
Assisting with wedding or funeral liturgies as required, for an additional stipend
Preparing assigned music for worship
Pursuing activities for professional growth as budget allows
Scheduling tuning and regular maintenance of all instruments
Producing of seasonal pew worship aid as assigned
Investing sufficient time in practice and preparation to execute the above responsibilities and tasks in a competent and professional manner

Shared duties with Director of Liturgy and Music to include but not limited to:

Playing for Masses
Scheduling artists for concert series
Interfacing with parish staff
Recruiting and training of music volunteers
Following diocesan/parish policies and copyright regulations
Participating in yearly budget process
Preparing check requests and music for guest musicians

Maintaining parish music webpage and other forms of social media
Establishing/monitoring goals, successes, areas for improvement, and continued expectations of ministry volunteers

Qualifications: Bachelor's Degree in Music or equivalent education and experience
Choral conducting and advanced pipe organ skills
Ability to work with other instrumentalists and vocalists
Experience with or education related to handbell choirs
Strong leadership, communication and organization skills
Excellent computer skills (e.g., Microsoft Office, Finale, Publisher, Adobe, etc.)
Ability to work independently and exercise sound judgement
Demonstrated ability to work in a competent and professional manner
exemplified by dependability, punctuality, efficiency, and confidentiality
Not required to be a practicing Catholic
Bilingual (Spanish) helpful but not required

Working Conditions:
Minimum in-office 35 hour work week, additional hours as needed for principal liturgical seasons or liturgies
Ability to walk throughout the parish campus, including multiple staircases
Ability to move organ console, piano, bell tables, choir chairs, and music stands as needed

Performance Appraisal: The employee has an evaluation within six months followed by annual appraisals through the appraisal process available from the Office of Human Resources.

Date: Position Established June 2014
Revised June 2019, February 2024

FLSA Status: Exempt

Salary and Benefits: Per Diocesan guidelines and *Called to Work in Harmony*.
Grade M/A-3

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I have read this job description and understand it, and I have received a copy.

Employee's Signature

Date

Supervisor's Signature

Date