



Diocese of Fort Worth

Music Director and Liturgical Pianist

Holy Cross Catholic Church

The Colony TX, 75056

Position Description

Employment Information

Employment Date	Part-time Employment Category	Non-Exempt FLSA Classification
Semi-Monthly Pay Frequency	Scheduled work week	

Job Information

Job Date	Music Director and Liturgical Pianist Job Title	Program Name
Holy Cross Catholic Church Entity Name	Fr. Joy Joseph, TOR Supervisor	

The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Essential Functions of the Music Director and Liturgical Pianist are:

The Music Director and Liturgical Pianist is responsible for collaborating with clergy, staff, ministry leaders, volunteers and musicians to plan and execute the music for parish liturgies. The Music Director and Pianist accompanies the assembly on the piano and develops and directs the musicians to provide leadership on Sundays and other special liturgies that will lead parishioners “to that full, conscious, and active participation in liturgical celebrations called for by the very nature of the liturgy” (Sacrosanctum Concilium #14).

Job Duties

- Develops Adult Choirs and cantors for weekend liturgies

- Develops a Children's Choir and encourages youth participation
- Directs and accompanies weekly rehearsals of adult choir and any extra rehearsals of choirs and cantors in preparation for Easter and Christmas
- Directs and accompanies rehearsals (approximately two per month) of the Children's Choir and mentors children in their role of service as choir members and/or cantors.
- Selects music for liturgical celebrations
- Maintains choir library and liturgical/musical resources as needed
- Oversees compliance with copyright laws and licensing procedures
- Maintains parish grand piano and rehearsal piano; ensures regular tuning and cleaning
- Effectively communicates with choir members/parents as needed
- Creates a positive community among the choir members of support and prayer
- Meets with the bride and groom regarding wedding music
- Is available as a pianist at weddings
- Provides music for funerals and selects music with the family, if they desire
- Approves non-parish musicians
- Participates in staff meetings
- Secures substitute pianists when needed
- Continuously updates musicianship and professional and liturgical education through reading, workshops, conferences, private study, etc.

Qualifications

- Active member, in good standing, of the Roman Catholic Church is highly desirable
- Degree in Music or Liturgy
- At least three years of experience in a pastoral setting
- Must be able to play both piano with high proficiency
- Ability to play at sight
- Must be a skilled choral director, including the ability to direct from the bench
- Understand basic music theory
- Ability to play and sing with accurate pitch and rhythm and teach musicians to do the same
- Enthusiastic willingness to work with people
- Knowledge of Roman Catholic liturgy including documents, music resources and familiarity with Lectionary and Sacramentary
- Must be able to compose or arrange parts for various solo instruments including transposing instruments
- An understanding of GIRM and the rubrics of the Roman Missal

Working Conditions

- Flexible hours, mostly evenings and weekend work

Signatures:

Employee

Supervisor

Date