



SAINT JOHN NEUMANN CATHOLIC CHURCH

8451 Idlewild Road, Charlotte, North Carolina 28227

Phone: 704-536-6520

POSITION TITLE: DIRECTOR OF MUSIC

REPORTS TO: PASTOR

FLSA: EXEMPT

POSITION SUMMARY

The Director of Music shall lead the congregation in the development of a creative, challenging and accessible liturgical music program for all ages that contributes to the proclamation of the Gospel and to the spiritual building up of the people of God.

ESSENTIAL FUNCTIONS

1. Coordinate all musical aspects for all liturgies each weekend. Coordinate and provide music for all Holy Days, Triduum, First Communion, Confirmation, Missions, Lenten Services, all Advent Penance Services and other sacramental occasions as deemed necessary by the Pastor or requested by the Liturgy Commission.
2. The Director shall:
 - A. Be responsible for all organizational matters related to music ministry at the Masses he/she serves.
 - B. Plan music selections: purchase sheet music as needed for all musicians and choir members as approved by Pastor.
 - C. Work with OCIA and the Pastor in planning for special orders/music.
 - D. Demonstrate proficiency in operating and maintaining the parish sound system.
3. Develop and coordinate a Children's choir to perform at intervals mutually agreed by director and pastoral staff.
4. Rehearse with Parish Choir, Vigil Ensemble, Youth Band, Children's choirs and the cantors, and develop the musical talents of the members thereof. The Director will foster harmonious and supportive relationships with the members of the various choirs as well as the staff and the congregation.
5. Develop and maintain a cantor training program and a schedule of each cantor's liturgical responsibilities, done monthly. Each cantor will receive an individualized weekly rehearsal session.
6. Prepare and submit, in conjunction with the Liturgy Commission and other choirs, to the Pastor, a "Liturgical Music Planner". This planner shall contain all the musical selections for each Mass for each liturgical season and will be released with at least two weeks anticipation.
The Director shall comply with the changes and requests of the Pastor.

7. Serve on the Liturgy Commission and attend staff and other meetings as deemed necessary by the Pastor.
8. Introduce a broad spectrum of musical styles while encouraging and inviting the participation of the congregation.
9. Plan and play for the Mass of Christian Burial as requested, for which you will receive additional remuneration.
10. Consult with couples in selecting appropriate music in preparation for their Wedding Mass, as requested, for which you will receive additional remuneration.
11. Supervise and schedule the volunteer musicians, accompanists and other choral members.
12. Prepare, submit and maintain the budget for music purchases, instrumental maintenance and other miscellaneous expenses with Pastoral approval. This budget proposal will be submitted each year during the budgeting process and will be presented to the Pastor and the Finance Council for the following fiscal year.
13. Maintain the music library of the Parish.
14. Maintain and operate the Parish audio system including the sanctuary and the Parish Hall. Maintain equipment and provide assistance to other ministries in its use as requested.
15. Keep current with the new trends and direction of Liturgical music within the Catholic Church. Such music shall be used in an appropriate manner in accordance with Liturgical norms and church tradition, teaching and current practices as stated by church authorities.

OTHER RESPONSIBILITIES

1. Develop and coordinate a working relationship with the musicians for the Hispanic congregation, to better integrate with the overall parish.
2. Create specialized arrangements for instrumentalists for Christmas and Easter.
3. Coordinate special programs for the enrichment and benefit of the parish community.
4. Performs other job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

1. Experience as Music Director; Bachelor's degree required, Master's Preferred.
2. Knowledge of Catholic liturgy and liturgical seasons
3. Ability to work with different levels of talent and maturity and a diversity of musical styles
4. Ability to maintain a ministry supported wholly by volunteers

5. Performance skills in piano, organ and voice
6. Basic computer skills including skills with composition and arranging software
7. Operation of Yamaha DM-1000 sound board, Sennheiser wireless microphones, and various other pro-audio equipment.
8. Demonstrate proficiency in operating and maintaining the parish sound system.

WORKING CONDITIONS

1. Frequent evening and weekend work required.

NOTES

1. Parish will provide a budget for Director of Music to attend annual Professional Development opportunities as agreed by Pastor and finance council.
2. Benefits are provided in accordance with Diocesan standards.
3. Parish will provide an annual budget for the ministry for library development and maintenance, instrumental maintenance, and professional support for Masses at Christmas and Easter.
4. Salary in accordance with professional standards and regional

Revised: September 2025