

Job Description

Church of St. Jerome, Maplewood, MN

Title:	Music Director
Reports to:	Pastor
Direct Reports:	Paid and volunteer musicians and singers
FLSA:	Non-Exempt
Hours:	Part Time
Schedule:	Weekend masses, Holy Days, Choir practice Schedule may vary based on church needs.
Benefits eligible:	No.

Job Purpose: The Director of Music Ministry has a thorough understanding of Catholic liturgy and possesses the skills and talent to enhance worship by continually striving for musical excellence in the spirit of sacred music. This pastoral musician is a leader who is competent in effectively integrating music within liturgy and leading the assembly in sung prayer by coordinating vocal ensembles, cantors, instrumentalists, accompanists and others in music ministry.

Statement on Working for the Catholic Church: Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal. It is preferred that this employee be an active, participating Roman Catholic. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will be provided.

Representative Responsibilities

1. Responsible for recruiting, training, directing and accompanying the choirs and cantors.
2. Responsible for planning and accompanying the music liturgies for the Saturday 4:30 p.m. Masses, the 9:30 a.m. Sunday Masses, holy day and holiday Masses, Holy Week Liturgies and other special masses. This includes scheduling cantors/choirs and selecting music.
3. Works with the pastor and liturgy committee in planning music for Advent, Christmas, Lent and Easter seasons.
4. Coordinates music and musicians for parish funerals, weddings, and other Sacramental celebrations.
5. Responsible for setup of sound equipment, musical instruments and preparation of the music area for various ensembles.
6. Responsible for purchasing and organizing music, copyright license and preparing the song sheet for contemporary Masses and special event Masses.
7. Oversee maintenance and acquisition of musical and sound equipment. This includes scheduling piano tunings as needed.
8. Hire outside musicians, as allowed by budget, for various liturgies throughout the year.
9. The Pastor will make the final decision in all liturgical matters.

Qualifications & Requirements of Position

Date: July 27, 2026

St. Jerome School, Maplewood, MN

Job Title: Music Director

Date: July 27, 2026

Qualifications

1. Knowledge of Church teachings and liturgy documents with the ability to relate that knowledge to music ministry.
2. Personal integrity, creativity, and self-motivation in the fulfillment of the music ministry.
3. Proficiency in piano. Proficiency in organ/guitar is a bonus.
4. Good interpersonal skills with the ability to interact cordially with parishioners and others
5. Organizational and prioritizing skills
6. Satisfactory background check results.

Mental Demands

1. Ability to be dependable and punctual
2. Possess enthusiasm and self-motivation
3. Ability to communicate with the pastor on a regular basis
4. Be open to observations, supervision and resulting feedback
5. Ability to display high standards of professional ethics
6. Ability to work along without supervision, obtaining direction when appropriate
7. Ability to remain calm and controlled in a chaotic situation
8. Possess organizational skills

Physical Demands

1. Able to sit at a piano, organ, keyboard.
2. Ability to lift 20 pounds.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings and duties and tasks may be outlined in supplemental documents.

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date