



Music Director
St. Ambrose Parish
929 Pearl Road
Brunswick, Ohio 44212
(330) 460-7300 www.StAmbrose.us

***St. Ambrose Catholic Parish is a Community of Faith, centered on
Jesus Christ, who is EVERYTHING for us!***

Saint Ambrose Catholic Parish, located in Brunswick, Ohio, is an active and engaged faith-based community of over 5,000 households and 15,000 members

GENERAL JOB DESCRIPTION:

The Director of Music Ministry assists the pastor in actively leading the worship life of the parish, as well as the music program at St. Ambrose Parish. The primary objective is to create a dynamic and inspiring worship community, especially through a music ministry program, for the parish community. The music ministry should stir the soul and inspire people to a great faith, hope and love in Jesus Christ.

This role requires the ability to work in a Catholic environment of mutual charity, kindness, compassion, respect, integrity and dignity. The Director of Music Ministry must reflect the core values of the Catholic Church and Saint Ambrose Parish.

Requirements:

- **Education:** Bachelor's degree in music with a strong knowledge of the Catholic worship and liturgy. The candidate should participate in on-going courses related to changes in liturgy and be self-sufficient on the use of music software.
- **Experience:** The qualified candidate must have a minimum of 3 years in directing a faith-based choir in a Catholic parish.
- **Faith:** This individual must be a practicing Catholic deeply rooted in faith with a fervent love for Jesus Christ, the Catholic Church, and our brothers and sisters in Christ.
- **Motivation:** A passion to create a dynamic music ministry that is inspiring to the parish community and pleasing to God.
- **Dedication and Leadership:** A strong devotion to the ministry with a collaborative spirit to lead the music ministry and continue to develop the talents and gifts of those called within our parish to prayer through music and liturgy.

Responsibilities:

- **Choirs:** Prepare the music for the six weekend masses and lead the choirs assigned to the various masses. Responsibilities include the planning, training, and practices, for each mass. Our music groups include:
 - Adult Choir – Lead our mixed adult ensembles at our weekend masses.
 - Children’s Choir – Work directly with the music instructor at our school, the PSR Coordinator, and our Parish Life Coordinator to create a music ministry that inspires our children to actively participate in the liturgy.
 - New Life Choir – Plan liturgy and schedule music ministers for all funerals.
 - Youth Ministry – Work with our FIAT Minister to plan the weekly music ministry for the 5:00 PM mass. Actively pursue participation from our teens and young adults to help them grow in their Catholic faith.
 - Hand Bell Ministry – Work with the ministry leader to plan and schedule the hand bell choir for Sunday worship.
- **Liturgies:** Select and prepare music in association with Sunday feast days, Holy Days, missions, outdoor celebrations, school events, and all other special liturgies scheduled throughout the year. Ensure that the appropriate music ministers, including cantors and instrumentalists, are scheduled and adequately trained for each celebration. Practice sessions with the various choirs should be scheduled as needed. The Music Director would also be a member of the Saint Ambrose liturgical commission, which meets monthly.
- **Staffing:** The Director of Music will be responsible for staffing and acquiring volunteers to participate in the music ministry. Included on the staff will be two part-time musicians, a school music instructor, and an assistant of music and liturgy. This position will also be responsible for submitting an annual budget and for managing expenses accordingly.
- **Competencies:** Must have the creativity and ability to arrange and/or compose music that inspires the congregation and helps enhance their church experience. The candidate must have a strong proficiency and experience in playing both the piano and organ at a professional level. This individual should also be versed in the use of music software, such as Finale or Sibelius, and MS-Office, including Microsoft Publisher and Word.
- **Sacramental Liturgy and RCIA:** Work with various ministry leaders in planning and scheduling the music for all RCIA liturgies and special Sacramental services. These would include weddings, baptism, confirmation, reconciliation, and first communion.
- **Educational Programs:** Work closely with the PSR Coordinator and day school music instructor to plan and create music ministries for the children in our parish. Responsibilities will also include children’s masses and special celebrations throughout the school year.
- **Weddings and Funerals:** Plan and select music for parish weddings and funerals. Schedule musicians to assist with weddings and funerals when unavailable. Work closely with the parish wedding coordinator and the engaged couples on music selection and preparation through effective catechesis. For funerals, work closely with the presider and families to accommodate their needs and assist them through their time of grieving.

Miscellaneous:

- Ability and willingness to work evenings and weekends.
- Must be flexible with the work schedule, especially on Holy Days and for special events.
- Candidate must pass a drug and background test prior to employment.
- Virtus and BCI certification required.

Please submit all resumes and inquiries to Father Bob Stec at bstec@stambrose.us.