

## POSITION DESCRIPTION

**Title:** OLF Director of Music Ministry

**Status:** Full-time, Exempt, 12 months



The Our Lady of Fatima Family of Parishes (OLF) Director of Music Ministry serves the parish as principal cantor, organist and choir director, according to the high standards established by this profession, with the goal of enhancing the sacred atmosphere of the liturgy. The Director of Music Ministry supports the pastor's responsibilities with the liturgy. S/he is responsible for providing musical direction and coordination. This role involves planning and leading music for liturgical celebrations, fostering active participation through sacred music, and collaborating with clergy, leadership, staff and volunteers to enhance worship and ministry experiences. OLF accompanies people in becoming disciples of Christ through sacraments, scripture, prayer and community.

### PRIMARY RESPONSIBILITIES

#### **Musical Leadership**

Provides organ accompaniment, cantors and conducts music for weekend Masses within the OLF and school Masses. Conducts and coordinates the OLF Adult Choir(s). Guides and oversees Children's Choir(s) with music support staff and volunteers in order to foster musical and spiritual growth. Organizes the schedule of musician rotation to provide music for special liturgies including weddings and funerals (per-instance stipend) and major solemnities and feasts throughout the liturgical year. Provides music for OLF special events and occasions.

*Additional managerial responsibilities considered, dependent upon the successful candidate.*

#### **Liturgical Support**

Serves as a point person, in collaboration with the pastor and leadership, for art and environment committees to contribute to liturgical aesthetics and seasonal preparations. Places appropriate orders for liturgical and special events and Christmas and Easter flowers. Coordinates with the pastor and designated teams on special liturgies. Provides support, guidance and leadership with liturgical ministers and standardization of their training and expectations.

#### **Administrative Support**

Oversees administrative tasks related to music ministry and liturgical planning. Delegates music schedule and assignments to other OLF musicians to ensure appropriate and timely coverage for liturgical events. Works in coordination with the pastor, communication staff, ministry team, volunteers and parish leadership to ensure liturgical excellence. Maintenance of equipment and facilities pertaining to music. Supports OLF as a member of the staff team and parish community for planning and preparations for events and as needed.

*Other duties as assigned.*

## KNOWLEDGE | SKILLS | ABILITIES

- Practicing Catholic with a strong understanding of the Catholic Church and a passion for the faith.
- Proficiency in choral conducting, vocal training/cantoring and accompaniment skills (organ).
- Bachelor's degree in music, liturgy or equivalent preferred. Four+ years experience or equivalent.
- Ability to interact with a wide range of audience members including clergy, leadership, youth, parents, staff, volunteers and parishioners.
- Knowledge of a diverse repertoire of sacred music, including hymns, Gregorian chant, choral repertoire and contemporary liturgical music.
- Understanding of Church documents on Music and Liturgy including Sacrosanctum Concilium (1963), Musicam Sacram (1967) and the General Instruction of the Roman Missal (2011).
- Knowledge of and adherence to U.S. copyright law.
- Strong verbal, non-verbal and written communication skills.
- Strong organizational, time management and creative solution-seeking skills. Ability to work independently.
- Respectful of confidential and sensitive information and ability to handle appropriately.
- Extensive experience with basic computer programming such as: Microsoft Office, Google products, Canva, etc.
- Experience with and willingness to learn audio/visual.
- A willingness to learn and to work in a team setting, with a desire to serve and to contribute when needed. Actively participate in staff planning meetings, staff faith formation and team prayer.
- Understanding of and adherence to all aspects of Archdiocesan safe environment standards.

## COMPENSATION

Compensation is commensurate with the candidate's experience. Job offer is contingent on the successful passing of BCI (background checks) and completion of the safe environment requirements.

## REGION

*Our Lady of Fatima Family of Parishes is in the Archdiocese of Cincinnati under the leadership of pastor, Fr. Eric Bowman, including: St. Patrick (Troy), St. Mary/St. Boniface (Piqua), Transfiguration (West Milton), St. Teresa of the Infant Jesus (Covington) and the Transfiguration Center for Spiritual Renewal/Lange Estate (Ludlow Falls). This area of Miami County, Ohio has charming communities and entertaining and convenient downtown environments. A growing young adult community is present, as well. There are safe and high-quality schools within the county, including those within the family of parishes: St. Patrick Catholic School (preK-8) and Piqua Catholic School (preK-8).*

## WORK ENVIRONMENT

*This position requires evenings and/or weekend work and, sometimes, a flexible schedule. S/he will visit multiple church and school locations/offices and it will require reliable transportation. Employees of OLF will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith, nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.*

Send a letter of interest, resume, two letters of recommendation and a video portfolio of directing a service and of singing a psalm/hymn while playing

by 6/5/26: [HR@FATIMA-FAMILY.ORG](mailto:HR@FATIMA-FAMILY.ORG)

Posting Church Name: "Church of the Transfiguration, West Milton, OH"