

**ASCENSION CATHOLIC CHURCH  
DIRECTOR OF MUSIC MINISTRY  
Job Description**

**Mission:** To give expression of God’s faithful love and the Ascension Community’s faith response through music at parish liturgies.

**Required Knowledge, Skills and Abilities:** Proven skills in the areas of music and coordination. Ability to work both independently and as a member of a pastoral team. Must be flexible, creative and responsible.

**Minimum Qualifications:** Bachelor’s Degree or equivalent in music and liturgy. Proficient in at least one performance area (e.g., keyboard, choral, voice). Active member of a Roman Catholic parish faith community. Possess a thorough understanding of the musical, liturgical and pastoral judgments that must be made in selecting music for liturgy. Be experienced in conducting a choir.

**Primary Responsibilities**

- ❖ Oversee all the parish choirs.
  - Responsible for English choirs in collaboration with the individual mass directors.
  - Communicate regularly with the coordinators of the Spanish masses.
  - Communicate with Spanish music directors in planning “all-community” masses.
- ❖ Rehearse and lead English choirs at the 5 pm Saturday Mass and 9 am Sunday Mass.
  - Recruit, rehearse, train, and schedule cantors.
  - Recruit and schedule accompanists and instrumentalists.
  - Coordinate and conduct training in vocal and instrumental skills and technique.
  - Be proficient on keyboard.
  - Plan an appropriate selection of liturgical music.
- ❖ Be proficient in using Liturgy.com and other planning platforms.
- ❖ Assist liturgy planning team in designing, planning, and evaluating liturgical celebrations.
- ❖ Prepare the music budget.
- ❖ Oversee the purchase of music and supplies.
- ❖ Maintain piano, instruments and equipment in good condition.
- ❖ Attend Parish Staff meetings

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**Administrative Tasks**

- ❖ Oversee preparation of slides to project for weekend parish masses
- ❖ Schedule sound techs for parish masses, quinceañeras, weddings and funerals. Keep a list of names, phone numbers, and emails. Schedule and provide ongoing training. Oversee the sound equipment, i.e., microphones, cables, monitors
- ❖ Report song usage to OneLicense regularly

**Part-time non-benefited with potential for benefits dependent on qualifications.**

**Send resume to Sharon Grigar: [sgrigar@ascensionpdx.org](mailto:sgrigar@ascensionpdx.org)**