



## **POSITION DESCRIPTION**

### **ST PATRICK'S CATHEDRAL PARISH TOOWOOMBA**

**Position Title:** Director of Music

**Location:** St Patrick's Cathedral  
123 Neil Street  
Toowoomba

**Date:** OCTOBER 2007

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#### **1. POSITION OBJECTIVES**

To provide music for the Sunday liturgies.  
To provide the music for Cathedral Celebrations and other special occasions.  
To direct train and maintain competent cantors and choir members.  
To provide music for weddings and funerals as required, or to delegate this task to other musicians approved by the Administrator.  
To liaise with the Parish Liturgy Board and the Diocesan Liturgical Commission.  
To coordinate, develop, and implement appropriate liturgical music for St Patrick's Cathedral.  
To recommend and implement strategies concerning the development, acquisition and maintenance of resources for liturgical music.  
To provide training and formation of music ministers.

#### **2. ORGANISATIONAL ENVIRONMENT**

##### **Organisational Relationships**

St Patrick's Cathedral Parish is a part of the local Church of the Toowoomba Diocese. The Bishop is the Parish Priest of the Cathedral Parish. The Bishop appoints a Parish Administrator to carry out the administration of his parish. The Parish is responsible for providing leadership for the local Church of Toowoomba Diocese.

##### **Role of Parish Administrator**

The Parish Administrator reports directly to the Bishop of Toowoomba.

The role of the Parish Administrator is to manage and provide Christian leadership in a community of faith, to members of the St Patrick's Cathedral Parish. This includes sacramental planning, clarifying roles and functions of parish committees, parish school, liturgy, care and concern group and parish

staff, specifying delegations and advocating for a high standard of caring service for parishioners.

### **Role of Parish Liturgy Board**

The Parish Liturgy Board plans and organises the overall liturgical life of the St Patrick's Cathedral Parish. The Board sets policy to enable appropriate liturgical celebration and to facilitate the full active and conscious participation of the worshipping community.

### **Role of Diocesan Liturgical Commission**

The Diocesan Liturgical Commission is a diocesan office made up of a central group of members with liturgical expertise. Its primary role is to support and assist the Bishop in his role as the moderator, promoter and custodian of liturgical life within the Diocese.

### **Role of the Position**

The Director of Music serves in a key parish liturgy position. The Director of Music together with the Parish Administrator and Associate Pastor form the core pastoral team who ensure that the Liturgical needs of the parish are sustained.

### **Reporting Relationships**

The Director of Music is accountable to the Parish Administrator. The Director of Music is a member of the Parish Liturgy Board.

The Director of Music will supervise parish Music staff and coordinate and supervise music ministers and choral groups. At the direction of the Parish Administrator the Director of Music will be involved in the employment and dismissal of parish Music staff.

### **Role of Reporting Staff**

Music staff of St Patrick's Cathedral Parish are employed on a casual basis to play the pipe organ or other instruments at Sunday Mass, Weddings or Funerals, or sing as cantors at Weddings or Funerals. Parish liturgical music ministers participate on a voluntary basis in the choir/s or as cantors or play at parish masses.

## **3. SUMMARY OF DUTIES**

### **Administrative Responsibilities**

Co-ordinate liturgical music for all Sunday Eucharistic celebrations as directed by the Administrator.

Work with the Parish Liturgy Board to plan liturgical music for the parish. The Director of Music will have a regular reporting requirement with the Parish Administrator and Parish Liturgy Board.

Work with the Diocesan Director of Liturgy to plan liturgical music for Diocesan Liturgical events.

Liaise with external groups concerning musical events in St Patrick's Cathedral.

Maintain Cathedral copyright records and ensure appropriate copyright policy and practice.

Develop an annual budget in consultation with the Administrator for the Cathedral liturgical music ministry.

Coordinate and implement rosters for liturgical music ministers.

Recommend monthly/seasonal Schedule of Music to Parish.

Organise regular maintenance of instruments and music equipment.

Approve the use of instruments and equipment.

Maintain and further develop the Cathedral collection.

Work with wedding parties to choose appropriate liturgical music for their wedding liturgies.

Work with family members and/or clergy to choose appropriate liturgical music for funeral liturgies.

Ensure that inclusive language is used in liturgy, hymns and all parish documentation.

### **Education and Formation Responsibilities**

Train cantors, choir/s and choral and instrumental groups.

Implement a program to identify and train assistant organists and other liturgical music ministers.

Undertake ongoing professional development in the area of music and liturgy.

### **Music Responsibilities**

Play and or delegate to competent musicians the Sunday Eucharistic celebrations and for other liturgical ceremonies at the Cathedral as requested by the administrator.

Prepare all the necessary music resources and perform all necessary instrument practice.

Facilitate strong congregational singing.

Organise and present an annual concert of sacred music in the Cathedral incorporating the pipe organ.

Organise seasonal sacred music events as required.

Direct the Cathedral Choirs.

Make professional decisions in relation to the participation of the Cathedral Choirs and other choral and instrumental groups in the Cathedral liturgy and other events in consultation with the Parish Liturgy Board

#### **4. ORGANISATIONAL ENVIRONMENT**

Regular evening and weekend work is required.

Some of the preparation and formation activities may be carried out outside of the Cathedral premises.

#### **5. KEY SELECTION CRITERIA**

- 5.1 High-level Music skills including the ability to play pipe organ. Tertiary qualifications in music are highly desirable.
- 5.2 Sound knowledge of Catholic liturgical practice including an appreciation of the Catholic music tradition and a demonstrated ability to apply it to actual situations.
- 5.3 Commitment to appropriate congregational singing.
- 5.4 High-level skills in teaching and training choral groups.
- 5.5 Demonstrated ability to coordinate and supervise vocal and instrumental music ministers and sound administrative skills.
- 5.6 Highly developed interpersonal skills and negotiation skills and demonstrated ability to work collaboratively as part of a multidisciplinary team.
- 5.7 Strong commitment to Christian principles.
- 5.8 Prior experience as a liturgical musician and choir director essential.
- 5.9 Record of attendance at recognised Liturgy Workshops/Seminars.

#### **6. HOURS**

- 6.1 As stated at 4.1 hours are irregular and frequent evening and weekend work will be required. The job is equivalent to 0.5 of a full-time equivalent position or 18 to 20 hours per week

#### **7. EMPLOYMENT AND REMUNERATION**

An annual salary, commensurate with the responsibilities and experience will be paid on a monthly basis.

Salary increments in line with CPI will be paid.

Four weeks leave annually may be taken at a time that is mutually agreed upon by the Music Director and the Administrator.

Superannuation payments, in accordance legislative requirements, will be paid to a fund of the employee's choice.

Permission will normally be granted to teach organ students privately.

The initial appointment is for a three months probationary period, at which point the appointment will be either confirmed or terminated at the discretion of the Administrator. Appointment will be for a 3 or 4 year term as mutually agreed.

The successful applicant will need to be eligible to obtain a Working with Children Check – 'Blue Card'.

Annual performance reviews will be required.