

ARCHDIOCESE OF CHICAGO



April 26, 2012

TO: All Pastors, Business Managers and Music Ministers

FROM: Fred J. Van Den Hende, Director of Human Resources
Todd Williamson, Director, Office of Divine Worship
Chris Cannova, Director of Compensation & Benefits

RE: Music Ministers—Compensation and related employment issues

We are writing to respond to questions we have received from many of you regarding the application of the Archdiocese of Chicago's employment policies to the music minister(s) at your parish. Among the questions that have been raised involve 1) the hours worked by music ministers; 2) whether music ministers can work from home; 3) compensation of music ministers, and 4) fees for playing at weddings and funerals, including bench fees. We believe that some of these questions may also relate to other ministry positions at your parish and we hope the guidelines below help address these same questions for other ministry positions.

The following are some guidelines on these issues:

What is the role of your parish's music minister? For music ministers, as for any other position at the parish, we highly recommend that you have a job description. The Archdiocese of Chicago has developed a job description for the role of music minister and it is attached to this memo. As you can see from this job description, the Archdiocese views a music minister as an integral part of the parish's ministry staff and as an important participant in the liturgies celebrated at the parish. The music minister is not simply an instrumentalist or a vocalist. "They are ministers who share the faith, serve the community, and express the love of God and neighbor through music." (Sing to the Lord: Music in Divine Worship #49; United States Conference of Catholic Bishops, 2007).

We recommend that you use the attached job description as a start for developing a job description for the parish's music minister if you do not already have a job description. If you have a job description for your music minister, we suggest that you review it and compare it to the attached job description. You might find that your existing job description needs to be updated.

While the attached job description defines the role of a music minister, there are still parish-specific issues that you should still consider as you create or update an existing job description: Is the music minister expected to attend weekly staff meetings? How many Masses is the music minister expected to participate in each weekend? How many choirs does the music minister direct? What is the responsibility of the music minister for holy day and special liturgies—is he/she expected to play/cantor/conduct choirs at these liturgies? If your parish has a school, does the music minister have any responsibilities for school liturgies and/or prayer services? Does the music minister provide any music instruction for the students in the school?

If there are disagreements between the pastor and the music minister about the nature of the music minister's job responsibilities, those should be discussed. While disagreements should be discussed and resolved between the music minister and the pastor, the pastor, ultimately, has the right to determine what the nature of music ministry and the nature of the music minister's job will be at his parish. If necessary, you should contact your HR field rep and/or the Office of Divine Worship to help sort out any disagreements. Contact information for your HR field rep and the ODW staff can be found at the end of this memo.

Is your music minister a full time or part-time position? It may be that due to the nature of the Music Minister's job duties or to the financial constraints of the parish, your parish may only need or be able to afford a part-time Music Minister. That is certainly acceptable. However, if you are going to have a part-time Music Minister, you need to make sure that the services you expect the Music Minister to perform can be successfully performed on the part-time basis you are able to offer. Again, if you have questions or a disagreement about whether the services that the parish requires from its Music Minister can be performed on the part-time schedule the parish needs or can afford, you should contact your HR Field Rep or the Office for Divine Worship.

How is your music minister paid?

If the Music Minister is paid a salary, then you will need to answer the following questions:

- Where do you want your music minister to work? A parish has the right to expect its music minister to fulfill his/her duties at the parish but the parish has the responsibility to provide the music minister with the tools needed to perform his/her duties at the parish. This would include, naturally, a place to rehearse and would also include some sort of office space comparable to that made available to other parish employees. A music minister, like any other parish employee, does not have the right to work from home.
- When do you want your music minister to work? Once the parish determines how many hours the music minister is expected to work, then it needs to determine on what days those hours are to be worked. For example, if the music minister is a full-time employee and the parish's full-time schedule is a 40 hour work week, then the music minister must work 40 hours/week. Presumably a segment of those hours will be worked over the weekend at Masses. The parish should

determine how many of the 40 hours will be worked over the weekend and how the remaining hours are to be worked throughout the week. The same is true if the full time schedule at the parish is 35 hours/week or if the music minister works a part-time schedule.

If your music minister is only compensated for the hours actually worked, then the fees for all such compensation must be paid through payroll and not through accounts payable. Even though the music minister is being paid per service, the music minister is still considered a parish employee and must be paid through payroll.

How should weddings and funerals be handled? The answer to this question begins with the music minister's job description—if the parish expects the music minister to provide the music for all weddings and funerals as part of the music minister's salaried duties, then the music minister is not entitled to set the fees for weddings and funerals and is not entitled to extra compensation from the wedding couple or family of the deceased for the services provided at weddings and funerals. Instead, the parish would determine the fee to be charged for these services and all fees would be paid directly to the parish. Whether these fees would get passed on to the music minister through payroll is for the parish to decide. The parish could decide that those fees remain with the parish and help fund the cost of the music minister's salary.

If the parish decides to set the fee for musical services, please keep in mind that Archdiocesan Policy regarding wedding offerings places a limit at \$500.00 for weddings and \$150.00 for funerals, "exclusive of other expenses (i.e., musicians)." The fee for musical services should be determined in light of this policy. See "Archdiocese of Chicago Policies and Procedures Book IV: The Sanctifying Office of the Church," available at www.archchicago.org, under the "About the Archdiocese" tab.

If weddings and funerals are part of the music minister's job description, but are paid in addition to the music minister's salary, then:

- The pastor and the music minister should set the fee to be charged for these liturgies. We do not recommend that the music minister be given complete liberty in negotiating these fees with the family or couple.
- The pastor and the music minister might make the decision to allow couples and families the option of engaging outside musicians. In this case, the parish could compile a short list of established and reputable cantors and organists, with their fees established in writing, and provide this information to couples and families.

We encourage parishes who employ a full-time or part-time music minister to have that person serve as the musician-of-first-consideration for weddings and funerals, even when these liturgies are paid in addition to the music minister's salary. This will ensure consistency and adherence to the Archdiocesan policies referenced above, in conjunction with current church documents. Regarding the latter, it is recommended that all priests and musicians read "Sing to the Lord:

Music in Divine Worship,” United States Conference of Catholic Bishops, 2007. <http://www.usccbpublishing.org/productdetails.cfm?PC=1228>.

The pastor and music minister might decide to charge a “bench fee” – i.e., a stipend paid for not having the parish music minister play a wedding or funeral because an outside musician has been hired. The bench fee can cover the cost of the parish music minister’s work to ensure that the aforementioned policies are being maintained. The amount of this fee should be determined by the pastor and the music minister. It is recommended that the fee be paid to the parish which in turn can pay all or a portion of the fee to the music minister.

If weddings and funerals are paid in addition to the music minister’s salary, can they play / sing at these liturgies during their regular hours of working as music minister for the parish?
No. The time spent at these liturgies, if they occur during the music minister’s regular hours for the parish, should not be counted as part of the music minister’s regular workweek for the parish. If the music minister wants to accept a wedding or funeral that takes place at the time the music minister is expected to work for the parish, the music minister would need to use his/her vacation or personal time or, according to parish policy, make up this time outside his/her regular work hours.

Can a music minister work full-time for one parish and part-time for another parish simultaneously? Theoretically, a music minister could work a full-time and a part-time schedule as long as the music minister is actually working the full-time and part-time jobs at different times. Technically, it would be very difficult for a music minister to work full-time at one parish and part-time at another since the times of the two parish’s Sunday Masses would more than likely overlap. This question highlights the need for requiring music ministers to perform their full-time and part-time hours at the parishes at which they work and for these parishes to make sure they are clear about when they expect their music ministers to be working for them. It is also important that music ministers keep time sheets just like all other parish employees.

Compensation Issues

All pastoral musicians – professional or volunteer, full-time or part-time...exercise a genuine liturgical ministry... The service of pastoral musicians should be recognized as a valued and integral part of the overall pastoral ministry of the parish or diocese; provision should be made for just compensation. Professional directors of music ministries and part-time pastoral music ministers should each receive appropriate wages and benefits that affirm the dignity of their work. (Sing to the Lord: Music in Divine Worship #50, 52; United States Conference of Catholic Bishops, 2007)

What resources are available to determine salaries / stipends for music ministers?

- For the full-time music minister

The Department of Personnel Services has issued its 2012-2013 Compensation Guidelines, and these were distributed to all parishes in January 2012 at the budget meetings. In order to

determine the grade level, consult the Job Analysis Worksheet for Directors of Music. This Worksheet can be accessed at www.archchicago.org, by clicking the “Departments” link at the top of the page, and then scrolling down to and clicking on “Ministerial Evaluation.” The Compensation Guidelines are intended to assist pastors in setting an appropriate salary for a full-time music minister.

- For the Substitute and Occasional Musician

The Office for Divine Worship, in collaboration with the Department of Personnel Services, has issued Compensation Guidelines for Substitute and Occasional Musicians. This document can be accessed at www.odw.org, under the “Music” tab.

For questions regarding compensation and benefits, contact your Human Resources Field Representatives:

Vicariates I & II: Erin Foucher – 312-534-2021; efoucher@archchicago.org

Vicariates III & IV: Erika Gallardo – 312-534-2017; egallardo@archchicago.org

Vicariates V & VI: Deacon Melvin Stasinski – 312-534-8369; mstasinski@archchicago.org

For ministerial concerns, contact the Office for Divine Worship Staff:

Todd Williamson, Director – 312-534-8008; twilliamson@odw.org

Anna Belle O’Shea, Director of Liturgies and Music – 312-534-8011; aoshea@odw.org

Attachment: Music Minister Job Description

TW-FJV/mam

TRIM/2012LS0060/MusicMinisterMemo

In many of our parishes at present, it seems to be more common to have either a Coordinator of Liturgy or a Director of Music Ministry on the professional staff rather than both. Sometimes, one or the other is full-time and/or salaried, while the other is part-time and/or a volunteer. And sometimes, one of these roles is one person's only responsibility while the other role is merely part of another person's (e.g., an Associate Pastor's) job description. In specific pastoral situations, therefore, the contents of either of these two profiles may in fact overlap or be more expanded or more restricted than indicated here. The intended value of separating responsibilities as two distinct profiles, as presented here, is to provide a clear frame of reference when blending or separating out job descriptions at the local parish level.

Director of Music Ministry

A Vision of this Ministry

The Director of Music Ministry is a professional who holds specialized credentials in music and who has a thorough understanding of Roman Catholic liturgy. This person of faith is responsible for the effective planning, coordination, and execution of music within the liturgical celebrations of the parish. He or she is gifted with a vision of how a local Church can develop its potential.

“...Every liturgical celebration...is a sacred action surpassing all others” (*Constitution on the Sacred Liturgy*, #7). “Among the many signs and symbols used by the Church to celebrate its faith, music is of preeminent importance...Music should assist the assembled believers to express and share the gift of faith that is within them, and strengthen their interior commitment of faith” (*Music in Catholic Worship*, #23).

Responsibilities and Tasks

Ministry of Administration

The Director of Music Ministry:

- 1) Collaborates with the Pastor, under his supervision, and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
- 2) Directs the parish music program, selects and plans music in cooperation with the Coordinator of Liturgy and the liturgy teams/committee for use in parish liturgies.
- 3) Provides leadership in areas related to liturgical music, e.g., selects and develops participation aids for the congregation, selects and maintains musical instruments, coordinates services and schedules of parish musicians, assures copyright permission, etc.
- 4) Prepares and manages the budget for the parish music program in collaboration with the Coordinator of Liturgy and the Pastor.
- 5) Collaborates with the Coordinator of Liturgy, and with other staff members, e.g., Principal, DRE, Youth Minister, etc., to coordinate and ensure appropriate music for all parish sacramental celebrations, and provides them with consultation and needed assistance.

Ministry of Worship

The Director of Music Ministry:

- 1) Provides music and musicians for all Sunday and other major celebrations, including weddings, funerals, etc.
- 2) Builds repertoire and encourages participation of parish community in singing at various liturgies.
- 3) Acts as consultant to parishioners for planning sacramental liturgies, e.g., weddings, funerals, baptisms, etc.

Ministry of Education

The Director of Music Ministry:

- 1) Invites, motivates, and trains all parish ministers of music (whether volunteer, stipended, or salaried).
- 2) Provides liturgical formation, music education, and practical preparation for liturgical celebration for cantors/leaders of song, choral, and instrumental groups.
- 3) Serves as a resource consultant for parish concerns regarding music, helping to educate staff, ministers of music, and congregation in developing their potentials to understand the role of music in worship and to celebrate liturgies of musical quality.
- 4) Keeps abreast of current developments in liturgy and in music, and directs music ministers to available training workshops, and formational opportunities.

Ministry of Pastoral Services

The Director of Music Ministry:

- 1) Is visibly present at principal parish events, keeping attuned to the living faith and real concerns of parishioners.
- 2) Cooperates with the Coordinator of Liturgy in recruiting needed musicians, and attempts to involve newcomers and a broad spectrum of parishioners.
- 3) Works to foster unity among all parish musicians, and to create a spirit of harmony with the presider and other liturgical ministers.
- 4) Promotes good public relations both within and beyond the parish, and is involved in ecumenical, cluster, Deanery, and Archdiocesan networks of professional peers.

Qualities

The Director of Music Ministry possesses the qualities common to all pastoral ministers, described in Section I, under “Qualities Needed By All Pastoral Ministers,” beginning on page 25. Effective functioning of this ministry requires, in particular, that the Director of Music Ministry is a person of prayer, is sensitive to the cultural experience of parishioners, and understands their spirituality and worship life.

Competencies and Skills

In addition to the competencies and skills needed by all pastoral ministers, described in Section I, under “Competencies and Skills,” beginning on page 27, there are several which the Director of Music needs in particular:

- 1) Is knowledgeable of and comfortable with Church music literature in all forms and styles for the congregation, choirs (adult, teen, and children), vocalists, and instrumentalists.
- 2) Is proficient in liturgical principles.
- 3) Has a thorough understanding of the musical, liturgical, and pastoral judgments which must be made in selecting music for liturgy.
- 4) Is proficient in at least one performance area (e.g., keyboard, choral, voice).

Formation, Training, and Criteria for Readiness

In addition to the training for all pastoral ministers, described in Section I, under “Competencies and Skills,” beginning on page 27, preparation for this ministry demands professional training in music and liturgy. Minimally, a Bachelor’s Degree or equivalent is required for a Director of Music Ministry, even though a more professional qualification, such as the equivalent of a Master’s Degree in music and liturgy, is preferred.

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