

**ARCHDIOCESE OF CHICAGO
DIRECTORS OF MUSIC**

Job Analysis Work Sheet

PARISH: _____ PASTOR: _____

DIRECTOR OF MUSIC: _____ DATE: _____

STEP ONE: IN DIALOGUE WITH YOUR PASTOR, DETERMINE YOUR JOB ANALYSIS POINTS FOR THE FOLLOWING FACTORS:

FACTOR ONE: EDUCATION (Complete Parts A,B, C, and D)

PART A: FORMAL EDUCATION (Circle ONLY the highest level attained.)

DEGREE:

High School Diploma/GRE	2
Unrelated Bachelor's degree	5
Bachelor's degree with a <u>minor</u> in liturgy or music	7
Bachelor's degree with a <u>major</u> in liturgy	10
Bachelor's degree with a <u>major</u> in music	15
Masters degree in Liturgy	17
Master of Divinity with a concentration in music or liturgy	20
Masters degree in music	25
36 hours post graduate work in music or liturgy or two relevant masters' degree	27
Doctorate in music	30

PART B: CERTIFICATION

Advanced Professional Certification (example: AAGO, FAGO, LIC)	5
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PART C: ONGONIG EDUCATION – Private Lessons

One point for each year of private lessons outside a degree program.
(Not to exceed 5 points) Specify.

PART D.: ADDITIONAL LITURGY/MUSIC COURSES

One point for each formal course, each additional year of private lessons, and each seminar - over three days in length. (Not to exceed 5 points)

Date	Program	
_____	_____	1
_____	_____	1
_____	_____	1
_____	_____	1
_____	_____	1

**TOTAL POINTS FOR FACTOR ONE: EDUCATION
(Parts A, B, C, & D)**

FACTOR TWO: EXPERIENCE (Complete Parts A and B)

PART A: PREVIOUS EXPERIENCE AS A FULL-TIME DIRECTOR OF CHURCH MUSIC
(Circle ONLY the highest level)

1 to 2 completed years	2
3 to 4 completed years	10
5 to 6 completed years	15
7 to 8 completed years	20
9 to 10 completed years	25
11 years or more	30

PART B: PREVIOUS EXPERIENCE AS A PART-TIME OR VOLUNTEER MUSICIAN AND/OR FULL OR PART-TIME WORKER IN ANOTHER PARISH MINISTRY SUCH AS TEACHER, DRE, OR PASTORAL ASSOCIATE

	<u>Part Time Music Ministry</u>		<u>Other Ministry</u>	
	<u>Music Director</u>	<u>Musician (not Music Director)</u>	<u>Full Time</u>	<u>Part Time</u>
1 – 2 years	3	1	2	1
3 – 4 years	5	2	3	2
5 – 6 years	8	3	4	3
7 – 8 years	10	4	5	4
9 – 10 years	13	5	6	5
11 or more	15	6	7	6

**TOTAL POINTS FOR FACTOR TWO: EXPERIENCE
(PARTS A & B) NOT TO EXCEED 30 POINTS**

FACTOR THREE: RESPONSIBILITIES (Complete Parts A, B, and C)

The combination of responsibilities of the Director of Music/Music Minister varies from parish to parish. In order to allow for this diversity, Factor Three presents a comprehensive list of the component responsibilities. Note that, although the possible number of points in this section is much greater, the total points allowed may not exceed 120. This total reflects the maximum amount of responsibility, which should be expected in any full-time position.

PART A: ADMINISTRATION (This part does not offer points for directly providing music at Liturgical services – see Part C)

Ensures appropriate music for all parish liturgical services (e.g. Sunday Eucharist, weddings, funerals)	8
Develops assembly repertoire/weekly music selections	7
Participates actively as a member of the parish staff	4
Participates actively in the activities of the Liturgy Committee	4
Ensures appropriate music for school services	3
Provides parish liturgical education	3
Prepares and administers the music budget	3
Selects parish music resources (i.e. hymnals, instruments)	3
Creates weekly/seasonal worship aid	3
Maintains parish musical instruments	2
Participates actively in community/parish events	1
Hires professional musicians	1
Participates actively in professional music/liturgy/ministry/organization	1

TOTAL PART A: _____

PART B: FORMATION/TRAINING

Number of liturgical music groups you directly lead

1	6
2	12
3	18
4	24

Number of liturgical music groups you are indirectly responsible for

1	2
2	4
3	6

Number of instruments/skills you are expected to be proficient in for this position (organ, piano, voice, guitar, conducting, composing/arranging, etc.)

1	5
2	10
3	15
4	20

Hours of individual training provided to other parish musicians (e.g. cantors, organists, instrumentalists) per month (One point per hour)

TOTAL PART B:

PART C: MUSICAL SKILLS AT WORSHIP

COUNT ONLY THOSE SERVICES WHICH ARE PAID THROUGH YOUR PARISH SALARY AND FOR WHICH YOU DIRECTLY PROVIDE MUSIC

Number of parish Sunday Eucharist (include Saturday vigil Masses)

1	9
2	18
3	27
4	36
5	45
6	54
7	63

Average number of other liturgies per month (excluding weddings and funerals.) One point per service

TOTAL POINTS FOR FACTOR THREE: RESPONSIBILITIES
(Parts A, B, and C) NOT TO EXCEED 120 POINTS

FACTOR FOUR: DISCRETIONARY POINTS

Additional points (not to exceed 5) may be allowed for special duties or areas of responsibility not adequately covered above,

TOTAL POINTS FOR FACTOR FOUR: DISCRETIONARY POINTS
NOT TO EXCEED 5 POINTS

STEP TWO: ADD UP YOUR TOTAL POINTS

FACTOR ONE – EDUCATION	_____
FACTOR TWO – EXPERIENCE	_____
FACTOR THREE – RESPONSIBILITIES	_____
FACTOR FOUR – DISCRETIONARY	_____
TOTAL POINTS	_____

STEP THREE: CONVERT THE TOTAL POINTS INTO A SALARY GRADE:

TOTAL POINTS	GRADE
200 – 160	10
159 – 120	9
119 – 80	8

STEP FOUR: RELATE THE GRADE ASSIGNED TO THE SALARY SCHEDULE FOR LAY OR RELIGIOUS DIRECTORS OF MUSIC