



# DIRECTORS OF MUSIC JOB ANALYSIS WORKSHEET

Parish:	Pastor:
Director of Music:	Date:

**STEP ONE**

In dialogue with your pastor, determine your job evaluation points for the following factors:

**Factor 1: Education** (complete parts A, B, C and D):

**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 <b>minor</b> in liturgy or music	7
Bachelor's Degree with a <b>major</b> in liturgy	10
Bachelor's Degree with a <b>major</b> in music	15
Master's Degree in liturgy	17
Master of Divinity with a concentration in music or liturgy	20
Master's Degree in music	25
36 hours post-graduate work in music or liturgy, or two relevant Master's Degrees	27
Doctorate in music	30

**B: Certification**

Advanced professional certification; e.g. AAGO, FAGO, LIC	5
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**C: Ongoing Education – Private Lessons** (one point for each year of private lessons outside a degree program, not to exceed 5 points)

Specify:

**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

**Factor 1: Education (Parts A, B, C and D)**

**Total Points:**

**Factor 2: Experience** (complete Parts A and B):

**A: Previous experience as a full-time director of church music.** (Circle **only** the highest level)

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

**Points Part A:**

**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.**

	Part-time Music Ministry		Other Ministry	
	Music Director	Musician (not Music Director)	Full Time	Part Time
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

**Points Part B:**

**Factor 2: Experience (Parts A and B, maximum 30 points)**

**Total Points:**

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**Factor 3: 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 3 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.

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**A. Administration** (This part does not offer points for directly providing music at Liturgical Services. See Part C.):

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

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**Points Part A:**

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**B. Formation/Training:**

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Number of liturgical music groups you directly lead:

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1	6
2	12
3	18
4	24

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Number of liturgical music groups you are indirectly responsible for:

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1	2
2	4
3	6

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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)

**Points Part B:**

**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)

**Points Part C:**

**Factor 3: Responsibilities (Parts A, B and C, maximum 120 points)**

**Total Points:**

**Factor 4: Discretionary Points**

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

**Factor 4: Discretionary Points (maximum 5 points)**

**Total Points:**

**STEP TWO**

Add up your total points

**Factor 1 – Education:**

**Factor 2 – Experience:**

**Factor 3 – Responsibilities:**

**Factor 4 – Discretionary:**

**TOTAL:**

**STEP THREE**

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Convert the total points in Step Two to a salary grade	Total Points	Grade
	160–200	10
	120–159	9
	80–119	8

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**STEP FOUR**

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Relate the grade assigned to the salary schedule for lay or religious directors of music.

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