



MUSIC MISSIONARY

2024-2025 JOB DESCRIPTION

Job Title: Music Missionary

Department: National Office

Reports To: Music Director

Status: MPD, FLSA exempt

Location: On site - National Office & Local Parishes

The Opportunity

As a full-time Music Missionary, you will be responsible for the preparation, execution, and further development of worship environments, tools, and training to build up the worship environments of SPO. This role engages in National Office life, Minnesota regional mission, and national SPO events.

Responsibilities

1. Worship Events

- a. Participate/lead music for Mass at an assigned parish
- b. Help to put on CULTIVATE event for Worship Leaders
- c. Plan and Execute one Campus/Parish events weekly/Bi-weekly
- d. Lead/participate in music for National events (e.g training, Winter retreat, etc.)

2. National Projects/ Staff Training

- a. The music team will take on regular projects to create materials and resources for leading worship (e.g., songbook restructure and notation, recording music, training videos, etc.)

3. Creative and Personal Development

- a. Regular Songwriting and recording
- b. At-will personal development (outside practice time, learning new instruments, etc)
- c. Attend regular supervision and team meetings, including national staff meetings

4. Mission Partner Development

- a. Reach and maintain MPD vision driven goal
- b. Cultivate support team during the year through regular communication

5. Production

- a. Assist in the technical production of SPO's Major events around the country: Winter event and Late night Live

6. Young Adult / Campus Mission

- a. Engage in local team meetings, regional meetings, and regular administrative tasks
- b. Help with outreach to students or young adults (equivalent of one work day per week)



Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Strong written and verbal communication
- Dependable, flexible, and proactive
- Self-starter, able to take initiative and problem solve
- Ability to exercise good judgment and confidentiality
- A team player with experience in evangelization and discipleship
- Proactive relationship builder
- Ability to work in a fast-paced environment with changing priorities and variable schedule
- Ability to read, write, and speak English fluently is essential
- Committed to the work of evangelization and discipleship
- Live as a witness to authentic Catholic Christian discipleship through a life of regular prayer, active participation in the Sacraments, and behavior consistent with the moral teachings of the Church
- Proficiency in leading worship and an accompanying instrument (Must be able to lead a worship environment well by yourself if needed)

Education/Experience:

Minimum of a two year degree; Bachelor's degree or equivalent is preferred

Other Knowledge, Skills, and Other Abilities:

- Demonstrated experience building, leading, and developing a team
- Education in ministry, catechetics, theology, education, or related field
- Campus ministry or university outreach experience, prior experience with SPO is preferred
- Technical A/V experience preferred
- Strong singing voice preferred

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, hear, and talk. The employee is regularly required to sit and use hands.



The employee is regularly required to lift objects up to 75lbs, Work irregular hours (weekends and evenings) as well as occasional long (14+hour) days.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Our work takes place in three main environments: We office at SPO's headquarters, which houses our studio space and desks. We also regularly work in and with local parishes to provide music. Household is not required, but often available for Music missionaries.

Signatures

Talent Management has approved this job description:

Talent Management Signer (Print Name): _____

Talent Management Signer (Signature): _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee (Print Name): _____

Employee (Signature): _____