

Job Evaluation Work Sheet

Music Minister _____

Parish _____

Pastor _____

Date _____

Step One: In dialogue with your pastor, determine your ministry evaluation points using the attached Ministry Evaluation Worksheet.

Step Two: Add up your total points.

Factor ONE	_____	Education (maximum points 50)
Factor TWO	_____	Experience (maximum points 50)
Factor Three	_____	Responsibilities and Tasks (maximum points 100)
TOTAL	_____	

Step Three: Convert your total points to a classification level.

<u>Total points</u>	<u>Level</u>
0-39	1
40-79	2
80-119	3
120-159	4
160-200	5

Step Four: Relate the Classification Level to the salary scale for Music Ministers. Placement between the minimum and the maximum indicates the number of points and the quality of work.

Factor One - Education

Complete Parts A, B and C (50 points maximum)

PART A: Formal Education (Circle only the highest level attained)

	Points
Certificate in church music (20 credits)	5
Unrelated Bachelor's Degree	6
Bachelor's Degree with a minor in Liturgy, Organ, Music, or Sacred Music	7
Bachelor's Degree with a major in Liturgy or Music	10
Bachelor's Degree with a major in Organ or Sacred Music	15
Master's Degree in Liturgy or music	20
Master's Degree in Organ or Sacred Music	25
36 hours post graduate work in Music, and another relevant Master's Degree	27
Doctorate in Music	30

PART B: Advanced Professional Certification (maximum points - 10)

NPM and/or AGO Service Playing Certificate	3
AGO Colleague	5
AGO Choirmaster	8
AGO Associate or Fellow	10

PART C: On-Going Formation this Past Calendar Year (All points are to be documented regarding date and program. Maximum points - 10)

One point for each NPM, DMMD or AGO meeting	_____
Two points for each music and/or liturgy workshop	_____
Three points for an NPM or AGO convention	_____
Four points for a related college course	_____

Total points for Factor One: Education - Parts A, B, and C
(Not to exceed 50 points) _____

Factor Two - Experience

Complete Parts A and B

(50 points maximum)

PART A: Previous experience as a full time Director of Music (Circle only the highest level attained.)

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

Total _____

PART B: Previous experience as a part time or volunteer musician and/or full or part time worker in another parish ministry

	<u>Director of Music</u>	<u>Musician</u>	<u>Other Ministries</u>
1-2 completed years	3	2	1
3-4 completed years	6	3	2
5-6 completed years	9	4	3
7-8 completed years	12	5	4
9-10 completed years	16	6	5
11 or more completed years	20	7	6

Total _____

Total Points for Factor Two: Experience
(Not to exceed 50 points) _____

Factor Three - Responsibilities and Tasks

Complete Parts A,B,C, and D
(100 points maximum)

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 no 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 directly providing music at liturgical services. That will be found in Part C.)

	<u>Points</u>
Ensures appropriate music for all parish liturgical services. (i.e. Sunday Eucharists, weddings, funerals, etc.).	7
Develops assembly repertoire/weekly music selections.	6
Participates in the planning and coordination of special, seasonal and sacramental events with other staff members (i.e. Triduum, RCIA rites, etc.)	5
Participates actively as a member of the parish staff.	4
Participates actively in the activities of the Liturgy Worship Committee.	4
Ensures appropriate music for school/CCD services.	4
Provides parish liturgical education.	3
Prepares and administers the music budget.	2
Selects parish music resources (i.e. hymnals, instruments).	2
Creates weekly/seasonal worship aid.	2
Hires professional musicians and prepares their repertoire and arrangements.	2
Administrative/clerical duties (i.e. scheduling, maintaining choir library).	2
Participates actively in community/parish events.	1
Participates actively in professional music/liturgy/ministry organizations.	1
Total_____	

PART B: Formation/Training

Five points for each of the liturgical music groups you directly lead. _____
List Groups:

Two points for each of the liturgical music groups you are indirectly responsible for. List groups: _____

Three points for each instrument or skill you are expected to be proficient in for this position, i.e. organ, piano, voice, guitar, conducting, composing/arranging, etc.) List instruments/skills: _____

One point for each hour of individual training you provide to other parish musicians per week i.e. cantors, organists, instrumentalists: _____

Total _____

PART C: Music Skills at Worship (Count only those services which are paid through your parish salary and for which you **directly** provide the music.)

Eight points for each parish Sunday Eucharist (include Saturday vigil Mass). _____

Average number of other liturgies/services per month. Include weddings and/or funerals only if they are part of your salary. One point per service. _____

Total _____

PART B: Formation/Training

Additional points, (not to exceed 5), may be allowed for special duties or areas of responsibility not adequately covered above, i.e. time spent researching and meeting with committees and company representatives about installation of a new organ, special duties and committee and meetings to plan activities for an anniversary year, etc.

Responsibilities	Points
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL POINTS FOR FACTOR THREE: RESPONSIBILITIES AND TASKS - not to exceed 100 points

Total: _____

This from the diocese. A revision of the salary guidelines as outlined in the musicians hiring procedures.

NOTES REGARDING DETERMINATION OF YEARLY SALARY AMOUNT

After the initial placement, salary advancement is determined by reviewing the job responsibilities according to the Job Evaluation Form. The specific salary amount is reflective of mutual dialogue and agreement on the part of the pastor/administrator and minister.

The quality of the work, over and above the quantification of factor points, is also taken into consideration. This allows for acknowledgement of exceptional performance in program administration as well as local and/or national recognition for excellence.

Level	Points	Minimum	Midpoint	Maximum
1	0 - 39	\$19,519	\$24,362	\$29,205
2	40 - 79	\$23,040	\$28,764	\$34,489
3	80 - 119	\$27,150	\$33,900	\$40,650
4	120 - 159	\$31,993	\$39,917	\$47,841
5	160 - 200	\$37,717	\$47,109	\$56,500

If, in any given year, the determination of the total number of points causes the classification level to advance a level from the preceding year, it is suggested that the starting salary on the new level be determined by retaining the figure of the maximum amount offered on the lower level plus the current percentage of the cost of living.

Example: Mrs. Smith's annual review results in an increase of total points from 74 in 2008 to 89 in 2009. Thus, she moves from Level 2 to Level 3. Her 2008 salary was \$25,000 and her 2009 salary will be \$35,178.78. Maximum on the current Level 2 is \$34,489 + cost of living for 2009 at 2% = salary (\$34,489 + \$689.78 = \$35,178.78).

If in any given year, the determination of the total number of points does not advance from the preceding year, or advances only minimally, it is suggested that the salary figure of the preceding year be retained, plus the current percentage of the cost of living.

Example: Mrs. Smith's annual review results in a minimal increase from 74 in 2008 to 76 in 2009. This minimal increase does not warrant any advancement. Her 2008 salary was \$25,000 and her 2009 salary will be \$25,500. Current salary + cost of living for 2009 at 2% = salary (\$25,000 + \$500 = \$25,500).

2009 – 2010 Salary Scale

Revised 2009

Directors of Music Ministries

12 Month Schedule

Level	Points	Minimum	Midpoint	Maximum
1	0-39	\$19,519	\$24,362	\$29,205
2	40-79	\$23,040	\$28,764	\$34,489
3	80-119	\$27,150	\$33,900	\$40,650
4	120-159	\$31,993	\$39,917	\$47,841
5	160-200	\$37,717	\$47,109	\$56,500

10 Month Schedule

Level	Points	Minimum	Midpoint	Maximum
1	0-39	\$16,202	\$20,221	\$24,240
2	40-79	\$19,124	\$23,874	\$28,626
3	80-119	\$22,534	\$28,138	\$33,742
4	120-159	\$26,554	\$33,132	\$39,710
5	160-200	\$31,304	\$39,100	\$46,896

