**Position Title:  Director of Sacred Music**

**Saint Paul the Apostle Parish—Diocese of Grand Rapids**

**Summary of Position**

The director of Sacred Music is a full-time position and reports to the pastor of Saint Paul the Apostle Parish.  The director is responsible for the planning and execution of the Parish’s sacred music program, most especially the sacred music used at the Sunday and Holy Day Masses, funerals, weddings, and other liturgical celebrations.  The director reviews all liturgical music programs, procedures, and budgets for parish music program in close collaboration with the pastor.  The director will recruit and rehearse parish volunteer choirs.  The director needs to be someone who can form, train and foster an appreciation and understanding of sacred music at the parish.

**Principal Duties**

• Promote and  foster the development of an authentic liturgical music culture at the parish understanding music’s essential role in Catholic liturgical ministry and ensure that music is an integral part of the spiritual life of the parish.

• Work to encourage and promote “fully conscious, and active participation in liturgical celebrations,” as called for by the Second Vatican Council, ensuring that the parish’s sacred music program is integrated with and serves the entire parish community to include all ages... from the young to seniors.

• Teach and explain music and the Roman Catholic liturgical tradition to the parish.

• Recruit, audition, rehearse, and conduct all the parish choirs.

• Serve as the organist and choir director at all the Sunday Masses including the Saturday Vigil Mass and on Holy Days, Christmas Midnight Mass, and all Holy Week liturgies.

• In collaboration with the Pastor, review the sacred music repertoire for all Sunday Masses, Holy Day Masses, funerals and wedding Masses, ensuring that music is in accord with the liturgical teachings of the Roman Rite.

• Schedule and coordinate the choir for all parish funerals

• Hire and supervise cantors and instrumentalists as needed for special liturgical celebrations

• As needed, plan sacred music selections for other liturgical celebrations such as vespers, Benediction, prayer services, and first reconciliation.

• Other duties as assigned

• Perform administrative office work, including producing any musical inserts or worship aids for Masses

• Oversee the maintenance of the parish organ, piano, and other musical instruments

• Ensure the proper functioning of the church sound system

• Prepare and discuss with the pastor the annual budget for the parish music program.

• Participate in periodic review with pastor as indicated

• Organize concerts and other events showcasing the musical patrimony of the Church and other non-liturgical classical music so that the parish can experience the True, the Good, and the Beautiful (potentially in collaboration with other area musicians)

• Work with school choirs to introduce them to Church’s sacred music tradition and to integrate them into parish liturgical celebrations. Play organ/piano at the weekly school Masses.

• Observe national and diocesan guidelines regarding youth and young adult ministry and religious education policies

**Minimum Qualifications, Knowledge, Skills, and Abilities**

• Bachelor’s Degree in Music (Master’s Preferred)

• Excellent organ performance ability

• Excellent choir directing skills

• Strong singing ability

• Strong ability to work with others including those of different liturgical musical sensibilities as intended by the Church in her official teachings

• Pastoral experience with diverse parish congregations

• A working familiarity of the 20th Century Catholic Liturgical Movement

• Knowledge and understanding of the Catholic Church’s teaching documents on the Eucharist and sacred music including *Tra Le Sollecitudini*, *Sacrosanctum Concilium*, *Musicam Sacram*, *Chirograph of the Supreme Pontiff John Paul II*, *Sacramentum Caritatis*, GIRM, and the USCCB’s *Sing to the Lord: Music in Divine Worship*

• Familiarity and comfort with a broad range of Catholic sacred music from chant to polyphony to contemporary sacred compositions

• Familiarity and knowledge of the Catholic Church’s rich patrimony of sacred music, liturgies, and various devotions

• Demonstrated ability to discern and distinguish music appropriate for the liturgy and that appropriate for other gatherings

• Working knowledge of Latin and understanding of the Second Vatican Council’s and the U.S. Bishops’ guidance on its use in the liturgy

**Preferred Qualifications, Skills, and Abilities**

• Practicing Catholic registered in a parish.

• Membership in the Church Music Association of America and the National Association of Pastoral Musicians, AGO, AFPC, ACDA

• Demonstrated ability to inspire volunteers.

• Ability to collaborate with other local musicians.

• A willingness to develop a vibrant parish music program.

**Compensation**

• Salary and benefits commensurate with education and experience

• Weddings and funerals compensated separately; the director shall have right of first refusal for both

• Professional development opportunities, vacation, sick leave are available

**To apply:**

Send cover letter, resume and letters of reference by January 21, 2018 to Fr. Peter Damian, Pastor, at [frpeterdamian@stpaulapostle.com](mailto:frpeterdamian@stpaulapostle.com) or :

St. Paul the Apostle Parish

Attn: Fr. Peter Damian

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