

**St. Mary Roman Catholic Church**  
**Office of Sacred Music**

*Job Description*

**Position:** Director of Sacred Music

**Summary:** St. Mary Roman Catholic Church is seeking a Director of Sacred Music that will continue and grow the parish's legacy of orthodox, beautiful, and reverent sacred music. This includes use of the antiphons, chant, and Christocentric hymns at the Holy Sacrifice of the Mass and para liturgical celebrations.

**Reports to:** The Pastor

**Classification:** Full-time, Benefited

**Work Schedule:**

- The position requires 40 hours per week.
- *Flexible hours:* Weekend, school, holy day, funeral, wedding, and sacramental liturgies, para liturgical celebrations, and other demands as they occur will require the Director of Sacred Music to be present beyond normal business hours more than one day a week. Therefore, late start and movable days off are deemed acceptable, as necessary.

**Qualifications:**

- Commitment to personal faith and the Church
- **Organ and vocal training**
- Evidence of a strong background and knowledge of liturgical music and liturgy in the Roman Catholic Tradition
- Evidence – Bachelor of Arts degree in any of the above areas or related field (i.e. music performance or education)
- Administrative/supervisory experience
- Experience rehearsing vocalists and instrumentalists (individually and ensembles)
- Strong planning/organizational/problem solving skills, very detail oriented
- Strong communication skills for written communications and verbal interactions with volunteers, guest musicians, and all parishioners
- Ability to take initiative, be a self-starter, and follow directions
- Ability to learn and adhere to office procedures
- Technology – demonstrates proficiency with or the ability to learn the following computer programs or web-based tools

---Microsoft (Word, Excel, PowerPoint, Publisher)

---ParishSoft

---Flocknote

---Google (forms, docs, spreadsheets, etc.)

**Dress:** Business attire

## **Duties & Responsibilities**

### Sacramental

- All Weekend Masses as Scheduled
  - Plan and provide music for five (5) weekend Masses
  - Coordinate regular participation of choirs and cantors at weekend Masses
- School & Holy Day Masses as Scheduled
  - Plan and provide music for weekly school Mass in collaboration with school music teacher
  - Plan and provide music for all Holy Day Masses
- Funeral Masses
  - Provide music for all funeral Masses as they are scheduled
  - In collaboration with the Coordinator of Liturgy, provide list of appropriate sacred music for bereaved families to choose from
  - \*\*\**Compensation – component of full-time expectation. A stipend received from the funeral home or bereaved family may be retained*
- Wedding Liturgies
  - Plan and provide music for all wedding liturgies as they are scheduled
  - Communicate with bride, groom, and other parish staff involved in wedding coordination
  - \*\*\**Compensation - \$250.00 stipend per wedding*
- First Holy Communion
  - Plan and provide music for yearly Masses for the reception of First Holy Communion (Spring) in collaboration with the Pastor, Coordinator of Liturgy, and Director of Religious Education
- Confirmation
  - Plan and provide music for yearly Masses for the reception of Confirmation (Spring) in collaboration with the Pastor, Coordinator of Liturgy, and Director of Religious Education
- Christmas & Easter Masses
  - Coordinate musicians to provide music at all over-flow Masses
  - Coordinate additional musicians (e.g. orchestral strings, brass, etc.) for these and other high holy days as needed

### Para liturgical Celebrations

- Coordinate two (2) Marian Processions per year in collaboration with the Pastor and Coordinator of Liturgy

- Coordinate yearly Corpus Christi Procession (Summer) in collaboration with the Pastor and Coordinator of Liturgy
- Plan and execute yearly Christmas Concert

### Ensembles

- Maintain one (1) adult choir. Includes the scheduling and execution of regular rehearsals
- Maintain one (1) children's choir. Includes the scheduling and execution of regular rehearsals
- Maintain pool of cantors. Includes scheduling and executing rehearsals as needed
- Maintain one (1) schola. Includes scheduling and executing rehearsals as needed

### Communications/Marketing

- Submit weekly bulletin page to the bulletin editor
- Create flyers as needed for various events tied to the Office of Sacred Music
- Maintain clear and effective communication with all sacred music volunteers. Includes, but is not limited to, phone calls, e-mails, Flocknote messages, etc.

### General Administrative

- Attend weekly Director meeting with Pastor
- Attend all liturgy planning meetings as scheduled
- Maintain an organized sacred music library
- Maintain and coordinate repair and/or tuning of all parish instruments
- Maintain accurate inventory of all sacred music materials owned by the parish

\*\*\*All other duties and responsibilities as assigned

To apply, please send cover letter and resume to Stephen Warunek at [swarunek@stmarymokena.org](mailto:swarunek@stmarymokena.org).