

# National Shrine of Saint Alphonsus Liguori

114 West Saratoga Street  
Baltimore, Maryland 21201

## Job Description: Music Director

As an employee in support of the pastor's responsibilities to the parish, the Music Director is to serve as a steward of the liturgical, physical, and human resources of the parish.

### I. Primary Function of this Position

The Music Director oversees the entire liturgical music program of the parish, in close collaboration with the pastor. The Music Director is responsible for the musical planning of all sung Masses and liturgical celebrations, the hiring of professional musicians for major feast days, and direction of the parish choir and professional choirs for all Masses and liturgical events that require music. The Music Director will work with the Office Manager in the scheduling of events and other staff members as needed.

### II. Major Responsibilities and Regular Activities

Regular activities will include, but may not be limited to:

- Planning of all music for each Sunday of the liturgical year, every Holy Day of Obligation, first class Feasts and other Feasts as directed by the Pastor, and all liturgical events requiring music as director by the Pastor;
- Playing the organ for each Sunday of the liturgical year (excepting the penitential seasons when the organ is prohibited), every Holy Day of Obligation, first class Feasts and other Feasts as directed by the Pastor, and all liturgical events requiring music as director by the Pastor;
- Directing the parish choir and/or professional choir as the case may be for each Sunday of the liturgical year, every Holy Day of Obligation, first class Feasts and other Feasts as directed by the Pastor, and all liturgical events requiring music as director by the Pastor;
- Hiring, directing, and organizing all aspects of professional choirs/instrumentals for major Feasts as directed by the Pastor;
- Directing parish choir rehearsals on a weekly basis throughout the year;
- Organizing the care and maintenance of the organ and choir loft;
- Submitting and organizing all paperwork required for professional singers, in conjunction with the Office Manager and the Pastor;
- Serve at the pastor's discretion in other capacities and programs not included in the above, but are mutually agreed upon;
- Maintain strict confidentiality in all matters.

### III. Position Specifications and Requirements

#### EDUCATION

- College degree, preferably in Sacred Music

- Experience in the field of Sacred Music preferred

#### SKILLS, KNOWLEDGE AND ABILITIES

- Be a practicing Catholic in good standing with the Church
- Proficiency in directing and singing Gregorian Chant and reading its notation
- Proficiency in directing and singing Sacred Polyphony
- Proficiency with the organ
- Proficient knowledge of the Traditional Latin Mass
- Good interpersonal communication skills
- Ability to supervise, delegate, and manage personnel and resources
- Ability to present oneself professionally
- Ability to meet deadlines and maintain confidentiality
- Ability to communicate verbally in a positive manner
- Knowledge of personnel policies and procedures
- Knowledge of Catholic teachings and ability to apply it to actual situations
- Must have the ability to relate to a variety of people, especially personnel
- Willingness to submit to all Archdiocesan guidelines, including those for work with adults and minors

#### IV. Working Environment

##### IDENTIFYING INFORMATION

**Status:** Negotiable

**Reports to:** Pastor

##### WORK HOURS AND JOB PERFORMANCE

- One evening rehearsal a week (1.5-2 hours in duration); 1 High Mass on Sundays (11 am until 1:30 pm, usually); 1 Solemn Vespers on Sundays (3 pm until 4:30 pm)
- Occasional evenings required, particularly on Feast Days
- Must be able to work on Christmas, each day of the Sacred Triduum, and all First Class Feasts
- Subject to performance appraisal
- Dress appropriately. If there is a question as to the appropriateness of attire, pastor will make the decision.

##### HOLIDAY SCHEDULE

The Parish Office will be closed on those days determined as holidays by the Archdiocese of Baltimore Human Resources department and the pastor.

##### SALARY AND BENEFITS

- Salary negotiable (paid bi-monthly)
- See <https://www.archbalt.org/human-resources/employee-benefits/employee-benefits/> for Health and Benefits information
- Annual paid vacation and personal leave as determined by the Archdiocese of Baltimore's Personnel Policies

Mindful that you are an employee of the National Shrine of Saint Alphonsus Liguori, and represent the Pastor, it is essential that a professional and courteous manner abound at all times. As an employee, you assist the Pastor in fostering a culture of Christ-like charity within the parish.

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