

Holy Family Catholic Church

POSITION DESCRIPTION

POSITION TITLE: Director of Sacred Music

DATE: May 13, 2025

THIS POSITION IS: FLSA Exempt- Learned professional

REPORTS TO: Pastor

DIRECT REPORTS: Paid Musicians and Cantors

PROVIDES WORK DIRECTION TO: Musicians, Cantors, Bulletin Coordinator

RECEIVES WORK DIRECTION FROM: Pastor

THIS POSITION IS: Full time with benefits, additional time as needed to complete responsibilities.

SALARY RANGE: \$70,000 - \$90,000

PURPOSE OF POSITION: Collaborate with the Pastor to provide beautiful, sacred music in service of Divine worship, particularly the Holy Sacrifice of the Mass. The Director of Sacred Music will plan, conduct, and serve as organist at assigned weekend Masses, Weddings, Funerals, special Sacramental events and a few Sacred Concerts. Provide professional instruction and direction to musicians and Choral groups, including youth choir. Perform duties and procedures in an effective manner, while working cooperatively with other staff members to provide for an efficient, organized, safe and effective environment in keeping with the mission of Holy Family Catholic Church.

GENERAL RESPONSIBILITIES: Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided. Although not required, it is preferred that this employee be an active, participating Roman Catholic.

A. DESCRIPTION

I. Musical Responsibilities:

- * As the Organist and Choir Director, directs all aspects of the parish sacred music program in support of the Pastor in his role as the principle Liturgist of the parish
- * Organist: Responsible as the primary organ accompanist at Holy Mass for Saturday evening, Sunday morning, Holy Day of Obligation, select Solemnities and Feasts, Funerals, Weddings (separate stipend provided for weddings), Ash Wednesday, 1st Friday 8am Mass, 1st Saturday 8am Mass and other liturgical events
- * Help organize, plan, and prepare for all special liturgies: Para-liturgies (processions, blessings, etc.); Day of Mercy confession event
- * Choir Director: Conduct (often from the organ) Schola Cantorum (Professional Quartet), Adult Parish Choir and Youth Choir
- * Provide direction, supervision, on-going support, timely communications and music needs as addressed for these choral groups
- * Direct and lead weekly rehearsals of choirs
- * Oversee music selection in consultation with the Pastor

- * Select Graduals/Responsorial Psalms and Gospel Acclamations from parish Hymnal/Missal/free online sources
- * Recruit members of various choirs and professional musicians
- * Provide supervision to musicians
- * Recruit, train, schedule and provide on-going formation for other accompanists and instrumentalists for Sundays, Holy Days and other liturgical events as needed
- * Recruit, train, schedule and provide on-going formation for cantors for necessary Sundays, Holy Days and other liturgical events as needed
- * Evaluate each choir and communicate any recommendations to the pastor
- * Evaluate the need for and develop additional music groups as appropriate
- * Schedule all musicians, choirs, cantors and accompanists for Sunday, Holy Day and other liturgical events
- * Communicate schedules with pastor, choirs and others involved
- * Spend time weekly practicing organ music
- * Consult with pastor on a regular basis to help implement a liturgical vision for the parish
- * Offer new ideas and improvements to current liturgical practices & policies
- * Organize and lead yearly, week long youth Choir Camps (i.e. elementary aged children; camp for boys)
- * During authorized absences, ensure coverage at scheduled Masses

II. Other Responsibilities

Planning and oversight:

- * Work with the Pastor to plan, develop and implement Sunday liturgies, Holy day and special liturgies throughout the year
- * Perform administrative office work, including preparation of weekly liturgy guides and music staff payroll
- * Produce weekly ordos for cantors and choirs to sing from during Mass
- * Produce weekly worship aids to be printed in the bulletin (most deadlines are noon on Wednesday)
- * Assist priests and deacons with learning liturgical music
- * Responsible for oversight, upkeep, and recommendations on hymnals (parish currently uses St. Michael Hymnal)
- * Oversee, maintain, organize, and update Music Library
- * Funerals: Collaborate with presider to oversee and provide for music needs of Funerals. Contact the choir and prepare the order of worship and funerals. Provide, in consultation with Pastor, a list of approved Funeral Music. Provide Worship Aids
- * Weddings: Help wedding couples plan the music for their liturgy in accord with Church policy. Provide, in consultation with Pastor, a list of approved Wedding Music. Provide Worship Aids
- * Attend monthly calendar and staff meetings
- * Attend yearly staff retreat
- * Attend yearly calendar meeting

Administrative:

- * Participate in ongoing professional education [in related musical field] and attend all required workshops offered by the Archdiocese related areas of ministry or as directed by the pastor
- * Operate within the department's budget
- * Develop annual calendar for sacred music ministry and provide information for master parish calendar.
- * Handle emergency needs and develop alternate plans for such situations as they arise
- * Responsible for licenses and copyright laws. Adhere to copyright laws for all music and worship aids.
- * Oversee maintenance and ensure upkeep of all Church instruments
- * Evaluate and make recommendations for future instrument needs, purchases and upgrades
- * Submit and/or approve payment for paid musicians

III. General Responsibilities:

- * To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more efforts, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of
- * Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees and disciples at the parish

- *Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching
- *Maintain professional standards of confidentiality and confidentiality of all work data
- * Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors
- * Meet all communication requirements including interpersonal skills with the employees and parish. Includes keeping superiors, co-workers, volunteers and appropriate others informed
- *Able to assist Pastor in helping foster and form a parish committed to the stewardship way of life.
- * Communicate information on the programs as needed, to parishioners and broader community through various methods, including the parish bulletin and other media
- * Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.
- * This position requires onsite, physical presence to successfully perform the duties and responsibilities described. Remote work is not allowed

Qualifications:

- Educational requirements: Bachelors in Music Education or similar discipline or equivalent experience
- Thorough knowledge of liturgical documents regarding music
- Read and interpret Solfege
- Read and interpret Chant notation
- Strong skills in voice, music education, organ accompaniment, and choral conducting
- Computer skills and organizational skills to coordinate music ministers and maintain music library
- Comfortable working with children and youth
- Successful completion of the Archdiocesan background check and Virtus training
- Parish work may expose the employee to information of a confidential or sensitive nature and the ability to maintain strict confidentiality is an absolute requirement of this position. Failure to appropriately safeguard confidential information will be grounds for immediate dismissal
- Ability to foster and maintain appropriate boundaries with fellow employees, disciples, parishioners, visitors and vendors and to conduct oneself in a courteous and professional manner
- Flexibility in time and task requirements recognizing that the position may require irregular hours, including evenings and weekends
- Ability to plan, give and take direction, and work with others as a team
- Strong interpersonal skills for working with staff and disciples of all ages
- Possess strong organizational skills with the ability to delegate effectively
- Ability to work productively without supervision
- Ability to define, process, and follow through on programs and responsibilities

Mental demands:

- Exhibit promptness and dependability
- Successfully manage multiple tasks simultaneously
- Foster and maintain appropriate boundaries with fellow employees, disciples, parishioners, visitors and vendors and to conduct oneself in a courteous and professional manner
- Exhibit a thorough knowledge of liturgical documents regarding music
- Work in constructive collaboration with the Pastor/Parochial Administrator and parish staff
- Be flexible in time and task requirements recognizing that the position may require irregular hours, including evenings and weekends
- Plan, give and take direction, and work with others as a team
- Work well with staff and disciples of all ages
- Provide clear and accurate direction
- Exhibit good oral and written communication skills
- Exhibit strong organizational skills with the ability to delegate effectively
- Work productively without supervision
- Define, process, and follow through on programs and responsibilities
- Exhibit a leadership, “take charge” positive attitude
- Deal with difficult situations in a calm, dignified, and respectful manner
- Exhibit patience, understanding, and calmness in chaotic situations
- Project a personal lifestyle with Christian values

Physical demands:

- Work the schedule outlined for the position on a regular basis
- Stand for long periods of time
- Go up and down steps
- Lift and carry up to 25 pounds (ordinary office supplies) using proper techniques
- Bend and reach normal cabinet heights

Employee:

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization's needs change, my job description will also change.

Signature of Employee

Date

Supervisor:

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Signature of Supervisor

Date