



St. Michael the Archangel, Worthington Ohio is seeking a **full-time Director of Sacred Music** who will report to the Pastor. The Director of Sacred Music is a missionary disciple in service of the church who uses music as a means of evangelization and formation. The Director of Sacred Music is responsible for developing and implementing a complete program of sacred liturgical music for our vibrant parish. This individual must have the ability to communicate well and the desire to work collaboratively with clergy, parish staff and members of the music ministry. The Director of Sacred Music will maintain the integrity of St. Michael the Archangel Music Ministry through clear and open communication with its members. The Director of Sacred Music will provide liturgical and musical formation for music ministers and the assembly.

JOB SUMMARY

The Director of Sacred Music works with the pastor, clergy of the parish, auxiliary organists, choir members, scholas, school choir, cantors, and others to offer praise to God through sacred music. He/she is responsible for providing a sacred music program that beautifies the sacred liturgy and draws the faithful into more active participation in the Sacred Mysteries. Therefore, the Director of Sacred Music must have a thorough understanding of the Church's sacred liturgy and sacred music tradition. He/she must also excel at recruiting, motivating, and training adults and students of various ages and skill levels as well as possessing the ability to relate and work well with auxiliary organists and to teach and train organ scholars.

The Director of Sacred Music is responsible for ensuring that every weekend, Holy Days, and special Masses have music available. Our Mass times currently are 4:00pm on Saturday, as well as the 8:30, 10:30, 12:30pm and 5pm Masses on Sunday. Mass times are subject to change. Due to the nature of the position, the music director will need to be willing to work with a non-traditional schedule.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Parish policy and procedures manuals.

ESSENTIAL JOB RESPONSIBILITIES

1. Play the organ for weekend liturgies (Saturday 4:00 pm, Sunday 8:30, 10:30, 12:30pm and 5pm), Holy Days, Funerals, Weddings, and other special liturgies
2. Direct and rehearse choirs/cantors for various liturgies (usually on Thursday evenings at 7pm and perhaps before each Mass as well as some additional weekday rehearsals)
3. Recruit and develop choirs/scholas/cantors on a regular basis
4. Implement and recruit School students' choir
5. Prepare music for choir
6. Coordinate schedules for each liturgy (cantors)
7. Train and Mentor student singers
8. Organize periodic music programs for students and the wider community
9. Attend all Staff Meetings
10. Ensure all music is used/reprinted in compliance with copyright laws
11. Arrange for regular maintenance of organ, soundboard, speakers, and other equipment
12. The ability with easy to work well auxiliary organists and to teach and train organ scholars

WEDDINGS

1. Schedule individual meetings with bridal couples to select music, cantor, and instrumentalist
2. Compile music for cantor and instrumentalists
3. Schedule rehearsals with cantor and instrumentalist
4. Approve all music requested to be performed by musicians outside the parish.
5. Complete a wedding music planning form and provide copy to cantor
6. Maintain wedding music file

FUNERALS

1. Provide accompaniments for all funerals
2. Contact cantor and/or choir members
3. Provide music in folder for cantor and/or choir members
4. Rehearse with cantor and instrumentalist
5. Provide liturgy planning for cantor

OTHER POSITION RESPONSIBILITIES

1. Comply with federal, state and local safety laws
2. Maintain a neat and safe work area
3. Maintain organ, conducting and vocal skills
4. Engage and pay instrumentalist for special occasions
5. Maintain computer skills
6. Perform other duties as assigned

POSITION QUALIFICATIONS

Organist, choral conductor, vocal instructor, teacher of sacred music, liturgical knowledge and program booklet design software (Adobe InDesign).

Please send a cover letter, resume, and three professional references to Dr. Nicole Simental; nicole.simental@gmail.com. Applications will be considered until the position is filled.

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program.

Education: Master's Degree is preferred, or equivalent.

Experience: Minimum 3 years parish music experience or similar experience is required.

Job Related Skills: Knowledge of all Catholic liturgical music documents and Catholic liturgy required; proficiency in organ and keyboard skills. Familiarity of the Liturgical Guidelines of the Diocese of Columbus with principles and dimensions of the catholic faith formation; **proven administrative skills including interpersonal relations, conflict resolution, management and supervision, visioning and planning, budget preparation and collaborative minister.**

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Language skills: Strong oral and written communication skills are required; ability to read and comprehend instructions, writing correspondence, and memos.

Mathematical Skills: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

Sedentary Work: Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time but may involve walking or standing for brief periods of time.

The following items marked with an "X" are the physical and mental job requirements that are **essential** for this position.

Physical

- X Standing
- X Walking
- X Sitting
- X Lifting
- X Carrying
- X Pushing
- X Pulling
- X Climbing
- X Stairs
- Ladders
- Scaffoldings
- X Ramps
- Poles
- In-Out/Vehicles, Equipment, Machinery
- X Stooping
- X Kneeling
- X Crouching
- X Crawling
- X Reaching
- Running
- X Head and Neck Movement
- X Movement Across Mid-line

Coordination

- X Balancing
- X Handling
- X Controls (buttons, knobs, pedals, levers, cranks)
- X Grasp
- X Finger Dexterity
- X Manual Dexterity
- X Motor Coordination
- Driving

Mental

- X Alertness
- X Precision
- X Ingenuity
- X Problem Solving
- Analytic Ability
- X Memory

- X Creativity
- X Concentration

Interpersonal

- X Talking
- X Persuasiveness
- X Speaking Ability
- X Handling People
- X Judgment
- Bilingual
- X Imagination
- X Initiative
- X Patience

Perception

- X Feeling
- X Seeing
- X Hearing
- X Form Perception
- Clerical Perception
- X Auditory (hearing) Discrimination
- X Tactile (touch) Discrimination
- X Olfactory (smell) Discrimination
- X Aesthetic (artistic) Sense
- Spatial (space) Aptitude

VI. ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

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ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publicly espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publicly supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publicly supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is online at here <http://www.vatican.va/archive/ENG0015/INDEX.HTM>.