

# Cathedral Director of Sacred Music

## I. POSITION IDENTIFICATION

- A. **Hours:** 40-plus hours per week, 12 months per year
- B. **Benefits:** Full Benefits
- C. **FLSA designation:** Exempt – Creative Professional
- D. **Reports to:** Rector of the Cathedral
- E. **Direct Reports:** none
- F. **Receives work direction from:** Rector
- G. **Provides work direction to:** Cathedral musicians and cantors

## II. PRIMARY PURPOSES OF THIS POSITION

The Cathedral Director of Sacred Music selects and develops liturgical music at the Cathedral of the Holy Trinity in accord with the pastoral vision of the Catholic Church with the approval of the rector. He or she directs or oversees the choral programs, assists as an organist at parish liturgies, and provides training to parish musicians.

## III. CHURCH EMPLOYMENT 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 and the Diocese of New Ulm. Their public behavior must not violate the faith, morals, or laws of the Church, such that it can embarrass the Church or give rise to scandal. **It is required that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church.**

## IV. REPRESENTATIVE RESPONSIBILITIES

### A. Present where needed, and ready to work as needed to meet responsibilities.\*

Is present and working at the Cathedral according to a pre-established schedule, except for times when job responsibilities require that these duties be carried out elsewhere. Recognizes situations requiring additional effort and responds appropriately. Contributes extra time when necessary. Provides an example of punctuality and attendance. Generally ensures that all is taken care of and ready.

### B. Helps create a productive and harmonious work environment.\*

Promotes good morale, adequate communication, and cooperative teamwork.

### C. Directs liturgical music at the Cathedral

1. Works under the direction of the Rector of the Cathedral to select and develop the liturgical music of the Cathedral in accord with the pastoral vision of the Catholic Church.
2. Schedules music and musicians for parish liturgies, including Sundays, holy days, weddings, and funerals. Submits pay information for accompanists.\*
3. Recruits accompanists, cantors and choir members.\*
4. Provides training and work direction to parish musicians.\*
5. Provides necessary practice time for cantors and choirs and to play for NUACS Masses as needed.\*
6. Maintains Cathedral music office, music library, instruments, and sound systems.\*
7. Maintains music copyright licensing.\*
8. Provides seasonal liturgical music plan to the rector to be approved.\*
9. Maintains cantor book for each weekend and holy day.\*

**D. Directs choirs and plays organ for Cathedral liturgies**

1. Directs and develops choral programming at the Cathedral.\*
2. Provides organ accompaniment at two to four weekend/holy day Masses, as well as filling in for funerals as needed.\*

**E. Maintains the Office of the Director of Sacred Music for the Cathedral.**

1. Assists in the preparation of the annual budget.\*
2. Attends staff meetings and other employee functions, including AFC staff meetings.\*
3. Fulfills other responsibilities as assigned by the Rector of the Cathedral, or as identified by the employee and approved by the Rector of the Cathedral.\*

**F. Other**

1. Collaborates with diocesan staff when diocesan liturgies are held at the Cathedral.\*
2. Reviews Key Responsibility Areas (KRAs) and updates as necessary on an annual basis.\*
3. Creates SMART (Specific Measurable Attainable Realistic Timely) goals to identify growth opportunities, agreed upon between employee and rector/supervisor. The employee is responsible to communicate what is needed to achieve these goals.\*
4. Attend and remain compliant with all diocesan Safe Environment training requirements.\*

**The responsibilities above that are followed by an asterisk (“\*”) are essential functions of this position.**

The responsibilities listed above describe the general nature and level of work performed by the person assigned to this position. The list is not intended to be exhaustive of the responsibilities and qualifications required for the position. More detailed listings of duties and tasks may be found in supplemental documents, including the diocesan Personnel Policy Manual.

**V. POSITION QUALIFICATIONS**

- A. Bachelor’s or advanced degree or its equivalent in sacred music, organ, or a related field.
- B. Comprehensive knowledge of the teachings and practices of the Catholic faith.
- C. Experience in the area of liturgical music preferred.
- D. Musical proficiency in organ, piano, and voice.
- E. Experience directing choirs, especially developing membership, skill, and repertoire.
- F. Thorough knowledge of Church liturgical norms and guidelines. Knowledge of the Church’s documents on sacred music.
- G. Familiarity with the Church’s sacred treasury of music including Gregorian chant, Church hymnody and newly composed sacred music.
- H. Strong organizational abilities and attention to detail.
- I. Working knowledge of Microsoft Word, Microsoft Excel, and Microsoft Outlook, or a demonstrated ability to quickly learn to use each of these programs. Facility with using computers.
- J. Fluency in the English language. Demonstrated ability to write well and speak well.
- K. Strong communication skills, including public speaking skills and ability to relate well with others.
- L. Ability to drive a car. Possession of a valid driver’s license.
- M. Successful completion of required background checks and initial VIRTUS safe environment training. Successful completion of quarterly VIRTUS online training.
- N. Amenable to continuing education as required or requested.

**All position qualifications must be clearly demonstrable to the employer.**

## **VI. MENTAL DEMANDS**

- A. Leads a life demonstrative of Christian values.
- B. Demonstrates continued growth in the knowledge and application of Church teaching and the mission of the diocese.
- C. Assesses the importance of competing needs and prioritizes appropriate responses.
- D. Works well with others. Fosters a collaborative work environment.
- E. Remains calm and patient in stressful situations.
- F. Demonstrates openness and honesty in communicating with others, while exercising discretion in confidential matters.
- G. Utilizes good written and verbal communication skills.
- H. Exhibits self-motivation, attention to detail, and organizational skills.
- I. Understands different points of view in practical affairs and works toward consensus.
- J. Provides clear and understandable guidance to parish volunteers.
- K. Demonstrates strong organizational and administrative skills.
- L. Confidently directs a large choir and instrumental ensembles for major parish liturgies.
- M. Plays organ for repeated liturgies on weekends or holy days.

## **VII. PHYSICAL DEMANDS**

- A. Observes regular work hours. Shows up early for events requiring preparation and on time for other scheduled events. Works additional time as needed.
- B. Is available for weekend and holy day liturgies, including Christmas and the Triduum.
- C. Travels for diocesan liturgies, workshops, and organ lessons.
- D. Sits, stands, walks, walks up and down steps.
- E. Sees, hears, and speaks well enough to competently give presentations, attend meetings, and engage in conversations.
- F. Writes with the hand and takes notes.
- G. Uses the telephone to send and receive calls.
- H. Operates a computer, including use of the keyboard and mouse, for hours at a time.
- I. Plays organ for several parish liturgies on weekends, sometimes for hours at a time.
- J. Lifts office supplies and materials up to twenty pounds using proper techniques.