



SAINTS MARY & MATHIAS

CATHOLIC CHURCH AND SCHOOL

Position Description for: Director of Sacred Music

Summary

The Director of Sacred Music works with the Pastor and Liturgy Commission to prepare and provide music that elevates the worship at Saints Mary and Mathias. This includes working with the Principal of our Catholic School to form students in kindergarten through eighth grade in basic vocal music skills using liturgical music as a medium. The Director is an integral member of the parish staff, who understands the crucial role that music plays in supporting the liturgy. This individual is also an integral member of the parish community that shares in the responsibility of evangelization and in bringing people into a growing relationship with Christ.

About Our Parish

Saints Mary & Mathias is an 800-900 family Roman Catholic parish, with a Catholic school that serves 220 students in grades K-8. We like to sing, and we appreciate the role that good music plays in the liturgy. We are looking for a musician who understands how music elevates the liturgy and helps people grow as committed disciples of Christ, and someone who is excited to help our parishioners share their gifts.

Our music ministry includes cantors (youth and adults), accompanists (piano, organ), an Adult Choir, a Middle School Liturgical Choir, and a Chant Schola. We currently use Source & Summit Missal and Gather Third Edition as our primary music resources.

Reporting Relationships:

- Reports to: Pastor, Principal
- Collaborates with: Parish and School Staff
- Facilitates Ministry of: Paid Musicians and Volunteer Musicians (cantors, accompanists, instrumentalists, choir members)

Duties:

- Parish
 - Plan music (antiphons, hymns, mass parts, anthems) for all liturgies, including Sundays and Holy Days of Obligation
 - Lead music as an accompanist, cantor, and/or conductor at weekly liturgies and for Holy Days of Obligation
 - Coordinate Musicians
 - Recruit and train people to serve as cantors, members of small ensembles, instrumentalists, and accompanists
 - Provide resources as needed (schedule of songs, digital or print copies of music, policy updates, etc...)

- Facilitate the rehearsal of musicians
 - Coordinate Adult and Children’s Choirs
 - Recruit and train members
 - Schedule choirs to assist at Mass
 - Adult Choir – Weekly
 - Children’s Choir – Monthly
 - Direct rehearsals
 - Facilitate Parish Music Society
 - Work with the Pastor and key volunteers to develop a society of committed parishioners who value quality sacred music and are willing to support this ministry financially
 - Schedule liturgical ministers (musicians, lectors, extraordinary ministers of Holy Communion, hospitality team) for all liturgies using Ministry Scheduler Pro
 - Handle last-minute sub requests and serve as sub when needed for musicians
 - Direct and coordinate seasonal special music events (e.g. Advent Lessons and Carols, Lenten Tenebrae, etc...)
 - Assist in coordinating music and musicians for weddings and funerals; meet with families, as necessary
 - An initial meeting with each wedding couple or funeral family is included in parish duties.
 - Should the couple or family wish to contract with you to provide music for their wedding or funeral, this is at an additional fee payable directly to you.
 - Oversee the operation and maintenance of musical instruments (pianos, organ)
 - Maintain the music library
 - Participate in liturgical planning (attend quarterly liturgy committee meetings)
 - Contribute to the bulletin and social media (work with the Communications Coordinator)
 - Copyright Compliance
 - Report song selections for livestreamed Masses
- School
 - Teach vocal music twice weekly to grades Kindergarten through Five
 - Plan standards-based lessons
 - Lead and train the middle school choir
 - Plan and execute the school’s yearly Christmas Concert
 - Train student cantors for Mass
 - Lead music for All-School Masses
 - Attend required staff trainings and meetings

Qualifications:

- Education
 - Formal knowledge of Roman Catholic liturgy and sacred music required

- Master's degree in music and/or liturgical studies preferred; Bachelor's degree in music along with previous experience as church musician required
- Experience
 - Preference given to candidate with proven leadership experience in Roman Catholic liturgy and sacred music
- Classroom Management
 - Ability to develop lesson plans, teach, and manage a classroom of 20-26 students, grades kindergarten through eight required.
 - Preference given to candidate holding or able to obtain Iowa Professional Teaching License
- Musical Proficiency
 - Proficiency in leading the congregation via keyboard, singing, **and/or** conducting choir required.
 - Preference given to candidate with keyboard (organ or piano) proficiency
- Ability to collaborate with staff and volunteers required
- Proficiency with or ability to learn Microsoft Office 365 suite and Ministry Schedule Pro required
- Physical Demands
 - Director of Sacred Music must be able to:
 - Lift small loads of 10-20 pounds, occasionally
 - Climb stairs, routinely
- Successful candidate will be required to submit to a criminal background check and complete safe environment training

Time Commitment

- This is a full-time, salaried, FLSA exempt position
- The position will include
 - Regular office hours
 - 16 hours/week in our parish school
 - Evening rehearsals up to two nights/week
 - Weekend liturgies
- In acknowledgement of weekend commitments, the Director will receive one weekday off/week
- A typical weekly schedule might include:
 - Sunday
 - Sunday Liturgies: 7:30am – 12:00pm
 - Monday
 - Off
 - Tuesday
 - 9:00am – 11:00am: Office Hours
 - 11:30am – 3:30pm: Classroom Sessions
 - 6:00pm – 8:00pm: Evening Rehearsals
 - Wednesday

- 9:00am – 11:00am: Office Hours
- 11:30am – 3:30pm: Classroom Sessions
- 6:00pm – 8:00pm: Evening Rehearsals
- Thursday
 - 9:00am – 11:00am: Office Hours
 - 11:30am – 3:30pm: Classroom Sessions
 - 3:30pm – 5:30pm: Office Hours
- Friday
 - 9:00am – 11:00am: Office Hours
 - 11:30am – 3:30pm: Classroom Sessions
 - 3:30pm – 5:30pm: Office Hours
- Saturday
 - 4:00pm – 6:00pm: Weekend Liturgy

Compensation

- Salary range: \$60,000-\$70,000
- Benefits Package includes health and dental insurance, access to a vision plan, and an employee assistance plan
- Paid vacation
- Priority admission and tuition scholarship for children enrolled in our parish school. Combination of Iowa Educational Savings Account plus tuition scholarship equals 100% of tuition for Iowa Residents.

To Apply

- Send Cover Letter and Resume to
 - Fr. Chris Weber
 - Saints Mary & Mathias Catholic Church
 - 215 W 8th Street
 - Muscataine, IA 52761
- or
- cweber@marymathias.org

For More Information

- Contact
 - Fr. Chris Weber
 - cweber@marymathias.org
 - 563-263-1416