

QUEEN OF PEACE CATHOLIC CHURCH

4508 Vistula Road, Mishawaka, Indiana 46544

Job Description for Director of Sacred Music

Status: Full time, Year-Round, Exempt, Ministerial
Reports to: Pastor
Start Date: *negotiable*
Starting Salary: \$50,000.00/year + Bench Fees, less taxes/withholding, paid bi-monthly

Major Areas of Responsibility:

- Plans and executes all sacred music for the 5:00 PM Saturday Anticipated Mass and 8:00 AM and 10:00 AM Sunday Masses at Queen of Peace Church.
- Plans and executes all sacred music for the 8:15 AM Friday All School Mass during the school year.
- Participates in the wider mission of the parish through helping to form parishioners to better understand and pray the Sacred Liturgy and through being a strong pastoral presence.

Job Duties / Specific Responsibilities:

- Plans and executes music for all sung Masses (3 per weekend, 1 per each Holy Day, and as scheduled for Holy Week).
- Provides organ accompaniment for all sung Masses.
- Recruits, trains and rehearses an adult choir which will sing at the 10:00 AM Sunday Mass during the choir season (date range TBD)
- Recruits, trains, rehearses volunteer cantors for sung weekend Masses.
- Recruits, trains, rehearses student choir for Friday All School Masses.
- Possibly coordinates additional instrumentalists who play at Mass, if deemed appropriate.
- Provides music for all weddings and funerals, including all relevant planning with involved parties. Additional bench fees (\$250.00 per wedding / \$150.00 per funeral) paid by the parties requesting such liturgies.
- Schedules substitute keyboardists when away. Five (5) days paid vacation permitted (ie. five (5) sung Masses), Holy Days and Solemnities of the Lord excluded.* In the event of serious illness, the director will schedule a substitute keyboardist if at all possible. Parish will compensate substitute keyboardists.
- Reinvigorates elements of the current music program by continuing to grow the standing choir, recruiting new cantors, building up children's program, etc.
- Maintains close working relationship with the Pastor and other staff.
- Any additional responsibilities at the discretion of the Pastor.

Qualifications:

- Proficiency in playing the organ, as attested to by formal credentials and a personal performance audition.
- Working knowledge of other instruments, which might be used in the parish's sacred music.
- Demonstrated skill as an effective choral conductor.
- Familiarity and some facility with the entire musical patrimony of the Church, including, though not limited to, Gregorian Chant and Sacred Polyphony, as well as knowledge of the metrical hymn tradition and its use in Catholic worship.
- Ability to work independently to organize and arrange priorities.
- Ability to schedule and produce work in a timely manner.
- Ability to take initiative and be self-motivated.
- High level of discretion and integrity.

- Knowledge of the Catholic Faith and be a practicing/participating Catholic in good standing with the Church.
- Responsibility for continued personal, spiritual and professional growth.
- Ability to work cooperatively and communicate effectively in a diverse community environment.
- Excellent written and oral skills.
- Ability to work closely with the Pastor, including taking direction when provided.