

JOB POSTING:

Director of Sacred Music: St. Thomas Aquinas Church, Charlotte, NC

Job Description

The Director of Sacred Music and Liturgical Events (henceforth referred to as DSM) is a full-time position at St. Thomas Aquinas Church (STA). The DSM is responsible for supervision and approval of all sacred music at STA and reports directly to the pastor or his designated representative. In matters pertaining to administration and finance he/she is to work with other staff members in matters pertaining to their respective areas of competence.

Responsibilities and Expectations of the Director of Sacred Music (DSM)

The DSM (or individuals under his direct supervision) will:

1. Plan and provide appropriate sacred music of the Roman Catholic tradition for liturgies and para-liturgical events at STA. These include, but are not restricted to four weekend liturgies, all Holy Days and special celebrations as designated by the pastor, including but not limited to Christmas, Holy Week and Easter liturgies.
2. Plan and provide chant, polyphony and other appropriate sacred music at the weekly Latin Mass in the Extraordinary Form on Sunday morning (11:30AM), Thursday evening, First Saturdays, and other times designated by the pastor or his designated representative.
3. Provide appropriate sacred music for weddings and funeral liturgies at STA. The DSM has right of first refusal for all weddings and funerals. Should a substitute be requested, a "bench fee" as listed in the parish guidelines will be payable to the DSM. Bench fees do not apply if the DSM is sick or on vacation or waived at the discretion of the DSM.
4. Train and conduct parish schola to sing all Extraordinary Form Latin Masses and liturgies designated by the pastor or his designated representative.
5. Recruit, train, and supervise schola section leaders (paid positions).

6. Train and conduct a Youth Schola.
7. Train and supervise cantors for parish liturgies
8. Prepare a weekly worship leaflet for weekend liturgies and all Holy Days as requested by the pastor: Christmas, Holy Week, Easter liturgies, all Extraordinary Form Latin Masses, and other liturgical events as the need arises.
9. Supervise use of the choir room and choir loft area that is designated for choir use.
10. Supervise use and maintenance of the parish church organ and pianos in the choir room and Aquinas Hall.
Supervises the use of music equipment including microphones, sound system, music stands and lights, portable sound system, etc.
11. Attend monthly staff meetings
12. Submit a yearly music budget in consultation with the pastor or his designated representative

Responsibilities and Expectations of St. Thomas Aquinas Parish (STA)

1. Pay the director of music a salary to be agreed upon in bi-weekly installments.
2. Provide the DSM the benefit package (i.e. health care, 403B plan etc.) specified by the Diocese of Charlotte for full-time employees in accord with the Diocesan Employee Manual.
3. Provide the DSM with paid vacation; amount and times to be determined in negotiation with the pastor or his designated representative. Such time will be recorded in the IOI Payrolls system and in accord with the Diocesan Employee Manual.
4. Provide the DSM with sick time according to Diocesan Employee Manual.

5. With first rights of refusal, the DSM will contract directly with individuals for weddings and funerals at fees agreed upon by the pastor. If a substitute is used, the DSM must approve all music choices unless otherwise directed by the pastor.
6. The DSM is expected to have an adequate music budget for the choral, instrumental, and other musical activities of the parish. This currently includes three paid choir section leaders who service Extraordinary Form Latin Masses.
7. The DSM will be provided with an administrative music assistant (5 hours weekly)
8. Allow the DSM teaching privileges in the church (organ) and choir room (piano) in accord with all diocesan norms and policies.

Termination

All matters pertaining to termination, job performance and employment prerogatives noted in the diocesan Employee Manual will be respected.

Application

Please send cover letter, resume, and any links to livestreams, recordings, or other audio visual to pastor@stacharlotte.com.