



Proto-Cathedral of St. Peter

216 Broadway, Jefferson City, MO 65101

Phone: (573) 636-8159 • Fax: (573) 634-6079 • www.saintpeterjc.org

Director of Sacred Music & Organist

Position Description

The Director of Sacred Music (Director) invites the faithful to write their stories deep within the context of the greatest story, God's desire to find and save His people. To do this awesome work, the Director must first incarnate the core values of St. Peter personally, and apply them to a faithful, beautiful, compelling, and personal celebration of the Church's liturgy. The Director holds as sacred the power of the Paschal Mystery and the unifying and sanctifying graces uniquely present in the sacraments and liturgy. The Director personally ministers to St. Peter musicians by inviting them to, and forming them in, a Catholic Sacred Music Tradition that seeks to open dimensions of reality of Truth, Beauty, and Goodness to all who encounter it.

The Director upholds the teachings of the Catholic Church both in word and by manner of life. Professional music training and experience in leading Church liturgy and music is required. The Director must desire and be able to celebrate the Liturgy according to the norms of the Church as established in *Tra le Sollecitudini* (1903), *Sacrosanctum Concilium* (1963), and *Musicam Sacram* (1967), *Sing to the Lord* (USCCB, 2007), and *The General Instruction of the Roman Missal* (2010).

St. Peter Parish desires its music to draw out the sacred texts of the liturgy, with pride of place given to the distinctive elements of the Catholic Tradition: namely chant, organ, choir, and congregational voices. The Director must be a strong collaborator, trustworthy, and able to articulate in a compelling way the mission of St. Peter Parish.

Qualifications:

- College degree in Catholic Theology, Liturgy, Music, or closely related field with equivalent experience in sacred music.
- Working knowledge and understand of *Sacrosanctum Concilium* as well as the more recent documents of Liturgy and Liturgical Music from the Holy See and the USCCB.
- 3-5 years parish liturgical experience preferred.
- Successfully complete standard Diocesan background check and Virtus Training.

Leadership and Vision:

- Serves on the *Divine Worship and Spiritual Development* Committee.
- Set a strong course for Sacred Music with the Parish Pastor, with advisory assistance from the *Divine Worship and Spiritual Development* Committee.
 - o Music that draws out the Sacred Texts of the Mass, with pride of place given to chant, organ, and congregational music is the vision of the program.
- Articulate the vision to the congregation, musicians, and outside benefactors and friends of the Parish.
- Help establish/lead an Organ Restoration/Rebuild project to remedy ageing deficiencies in the Parish Organ in consultation with the Parish Organ Curator (Christopher Soer of Christopher Soer Pipe Organs, LLC.)

Liturgical Music

- Administers a multi-faceted music program including planning, budgeting, scheduling, and communicates in a timely fashion with volunteer and professional musicians of the parish.
- Provides and oversees music and musicians for all Sunday Masses, Holy Days of Obligation, and other major celebrations including Vespers, First Eucharist, Parish Penance Services, etc.
- Supplies simple music for the 12:03pm Mass on all days categorized as “Feast” or “Solemnity”
- Serves as Principal Organist and Director of Choirs and Choral Activities.
- Assist the Pastor in his Office of Liturgy for the Parish by selecting hymns, ordinaries, and propers as necessary to be submitted to the Pastor for approval.
- Promotes opportunities and recruits those gifted musical persons needed for St. Peter to have a beautiful and compelling Liturgy.
- Develops specific choirs, ensembles, and cantors for weekend liturgies. Plan and conduct rehearsals for all groups.
- Compose and arrange music as necessary for Sacred Liturgies.
- Maintains choir library and liturgical/musical resources as needed.

- Research, develop, and establish a children's choir.
- Upon request, collaborate with the School Music Teacher regarding school liturgies and music. Serve as a resource to the school music teacher upon request.
- Prepares worship aids, as necessary, for parish liturgies (Including Triduum and other large Liturgies).
- Collaborates with Pastor and other members of the Parish staff, integrating his/her own area of responsibility with the overall parish mission.
- Assist family members with sacramental liturgical needs (i.e. Funerals and Weddings)
- Attends weekly parish staff meetings.

Seminars, Events, Collaboration, and Teaching:

- Start a small group study/seminar to run during the program year on matters of Sacred Music and Liturgy.
- Compose a column for the bulletin on all matters of Sacred Music and Liturgy, to be included after approval by the Pastor.
- Provide concerts (or organize other musicians for the same) and continue the Vesper Recital series at St. Peter that assists in advancing the mission of St. Peter and the Sacred Music program with the downtown Jefferson City Community.
- Continue the Sunday Vespers program to take place during Advent, Lent, and on Pentecost. Research the possibility of providing the office more often.
- Increase collaboration with Helias Catholic High School, St. Joseph Cathedral, and other parishes in the area as appropriate for Liturgies, music camps and seminars, etc.
- Explores the possibility of a parish musician formation retreat for all volunteers and professionals involved in the St. Peter Sacred Music Program.
- Possibility of using parish facilities for private music lessons (to be agreed upon between candidate and Pastor).
- Other duties as assigned by Pastor.

Extras:

- Funerals and Weddings for Additional Compensation as requested by the family and as available.
- The Director is allowed to keep all copyrights of personally composed or arranged music and agrees to leave copies (electronic and/or physical) of all music composed and arranged during their tenure under a perpetual use license for St. Peter Parish.
- The Director receives a continuing education stipend of up to \$1000 annually to be used to cover the cost (room, board, travel, etc.) of attending professional conventions, seminars, and other related events. This is re-imbursed at a rate of 75% the actual cost of the expenses.

Employment Benefits:

- Salary Commensurate with Experience (starting between \$50,000 to \$65,000 annually)
- Raise considered annually.
- Competitive Diocesan Benefit package includes Health, Dental, Vision, Vacation, and Matching 403b retirement plan.

Reports to: Msgr. Robert Kurwicki, V.G., Pastor

Classification: Employee (Exempt)

Department: Sacred Liturgy and Music

Office: St. Peter Rectory, Main Floor

Physical Demands: Standard Office

Reasonable work and travel expenses reimbursed.

Interested parties should send a cover letter, CV, and three references to:

mgray@saintpeterjc.org (Pastoral Secretary)