



Director of Music

Part-Time / Non-Exempt (30 hours/week)

Benefits include: Medical/Dental, 403(b), Life Insurance, Generous Leave

Qualifications:

A bachelor's or master's degree in music performance is preferred, or equivalent professional qualifications/experience. Prior experience in music ministry direction is also preferred. Communication, collaboration, organization and planning skills, along with a working knowledge of Catholic doctrine and liturgy, is required.

Cluster Instruments Include:

- Comprehensive two manual and pedal organ in excellent condition (at both parishes)
- Yamaha Baby Grand piano in excellent condition
- Yamaha Digital piano in excellent condition
- Additional baby grand piano available for music rehearsal space as needed (also in excellent condition)

Volunteer Resources Available:

- Loyal and devoted choirs and numerous cantors who regularly volunteer their time and talents among the two parishes
- Friendly and helpful office volunteers who are happy to assist with administrative/printing/bulletin insert tasks

Principal Responsibilities include, but are not limited to:

- Serving as choir director and principal keyboardist for all liturgical celebrations, including weekend, holy day, non-eucharistic, weddings, and funerals (additional stipends are paid for weddings and funerals)
- Promptly scheduling cover accompanist(s) when needed
- Serving on the parish Liturgy Committees
- Overseeing, scheduling, and rehearsing liturgical music groups (choirs and cantors), and scheduling guest instrumental ensembles for Christmas and Easter
- Encouraging and nurturing identified talent within the parishes, whether vocal or instrumental in nature
- Creating and printing worship aids for liturgies in collaboration with clergy
- Researching, sourcing, and purchasing liturgically fitting choir music, and maintaining the library for both old and new materials
- Scheduling instrument maintenance
- Overseeing adherence to any applicable copyright guidelines for reprinting of music and/or streaming of liturgies
- Maintaining a working file of records for purchases, and general annual budgetary needs estimates for the continued support and growing of the music ministry

Please Note:

This position preferably involves directing music for two parishes which are very close in distance. However, there may be some latitude for hiring a permanent musician/music director for each parish as an alternative.

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