

**POSITION TITLE:** Director of Sacred Music  
**STATUS:** Full-time Salary Exempt  
**REPORTS TO:** Pastor/Parish Business Manager  
**EFFECTIVE DATE:** August 2, 2024

### **POSITION SUMMARY**

The Director of Sacred Music works with the Pastor, parish staff and volunteers to provide quality sacred music for all parish and school liturgical services. The Director recruits, develops and promotes a music program in the parish comprised of volunteer choirs, cantors and instrumentalists to enhance the musical accompaniment and song leadership on Sundays, Holy Days and other special liturgical services, all with the primary aim to lead the liturgical assembly to the “full, conscious and active participation in liturgical celebrations called for by the very nature of the sacred liturgy.”

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversight of all sacred music for the liturgies of Saint Rose of Lima Parish.
- Prepare sacred music for all liturgical services for the parish and school.
- Oversight of the preparation of printed worship aids for liturgical services in collaboration with the Parish Liturgy Coordinator involving music, (i.e. Funeral Masses, seasonal Vespers, Communal Penance Services, etc.)
- Maintaining and updating a parish music library.
- Serve as primary organist/pianist for Sundays, Holy Days of Obligation, weekly school Masses.
- Serve as recruiter and music director (conductor) of the parish Adult Choir, Children’s choir (quarterly), Funeral Choir, Hand Bell Choir (seasonal).
- Serve as support/resource for Men’s Schola Cantorum (currently rehearsed and directed by weekly supply organist).
- Recruit and coordinate cantors/psalmists for liturgical services, in addition to instrumentalists (i.e. brass, strings, percussion when appropriate).
- Collaborate with Parish Liturgy Coordinator to meet with family representatives in planning funeral Masses (musical selections, scripture readings).
- Collaborate with engaged couples to plan appropriate sacred music for wedding Masses and wedding services outside Mass.
- Participate with parish clergy in quarterly seasonal liturgical planning sessions.
- Active participation and attendance at monthly Parish Staff and calendar meetings.
- Personally takes several hours weekly to rehearse music for upcoming liturgies to provide quality musicianship.
- Be current and informed with pertinent diocesan, regional, national and international documents pertaining to sacred music in the liturgy (i.e. Toledo Diocesan Office of Liturgical Music, USCCB Liturgical Secretariat, American Guild of Organists, etc.)

### **WORK SCHEDULE**

The minimum work week for this position is 40 hours. Evenings and weekends are required. The number of hours are required that are necessary to meet the needs of the ministry.

### **EDUCATION LEVEL REQUIREMENTS**

Bachelor's or Master's degree in keyboard music performance.

### **JOB SPECIFIC REQUIREMENTS**

- Ability to play the organ, direct (conduct) and lead choirs
- Love and knowledge of the wellspring of Catholic music tradition and the Catholic Liturgy.

### **GENERAL REQUIREMENTS**

- Active member of the Roman Catholic Church.
- Knowledge, understanding and commitment to the Catholic Church and her mission.
- Must be able to effectively communicate in both oral and written formats.
- Demonstrate effective listening skills, ability to understand and respect others.
- Ability to use various office machines (copier, folder, postage meter, phones etc.) or ability to learn these technologies.
- Ability to work independently and collaboratively with staff members and volunteers.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must display effective follow-through, time management, and organization.
- Must maintain confidentiality of work related information and materials.
- Must maintain professional behavior, hygiene and appearance.
- Must successfully pass BCI/FBI background check prior to employment and every 5 years.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk and hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand, walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.