



POSITION TITLE: DIRECTOR OF SACRED MUSIC

REPORTS TO: Pastor

FLSA Status: Exempt

CLASSIFICATION: Full-Time

BROAD STATEMENT OF RESPONSIBILITY

The Director of Sacred Music is responsible for supporting the parish's liturgical celebrations with Catholic music that honors Christ and nurtures the faith of participants. The Director leads and manages the music department in accordance with the liturgical standards of the USCCB and the Diocese of Grand Rapids. The Director is responsible for selecting and planning liturgical music; recruiting, training, mentoring, and scheduling cantors; and developing the adult, youth, handbell, and Resurrection choirs, as well as the instrumentalists. The Director provides music for all weekend liturgies, funerals, and weddings, as well as scheduled Holy Days. The Director supervises the support staff and volunteers who support the music ministry and administrates record-keeping functions of the music department.

SPECIFIC DUTIES

Administrative Leadership

- Plans and directs a comprehensive music program for the parish
- Manages all aspects of the music department including music resources, communication with musicians, schedules, music ministry social events, equipment, tech, etc.
- Organizes all components of slide preparation and presentation used in the Mass
- Oversees sanctuary sound equipment and technical needs
- Arranges for Mass accompanists as needed
- Provides encouragement, evaluation, and appreciation of all musicians and volunteers
- Communicates and collaborates effectively with all those in the music department, other parish departments, and the parish generally
- Manages departmental budget
- Attends general staff meetings
- Accepts other responsibilities as needed and assigned

Musical Leadership

- Plans the music for all liturgies (using electronic resources as needed)
- Coordinates with and suggests to the Pastor Mass settings, hymns, and choral pieces
- Leads the assembly by participating in all liturgies as organist, pianist, accompanist, cantor (when needed), etc.
- Recruits, schedules, rehearses, and supervises all musicians for all liturgies, including all choirs (adult, youth, handbell, and Resurrection)

- Prepares and distributes schedules, musical teaching aids, scores, etc. in a timely manner (using electronic means as appropriate)
- Coordinates and provides music for weddings, funerals, and other special occasions
- Maintains the knowledge and skills required to remain current and successful in the field of sacred music. Reads material related to the profession, attends workshops and conventions, and participates in local, regional, and diocesan professional organizations, as approved and appropriate
- Notifies parish musicians of workshops, conferences, etc., which relate to their ministry

Other Duties As Assigned

QUALIFICATIONS

- Active member of the Roman Catholic Church in good standing preferred
- Knowledge of and experience in Roman Catholic liturgy and sacred music
- Music degree preferred or equivalent experience (including music theory)
- Piano and keyboard proficient (and organ preferred)
- Vocal experience including the ability to sing with accurate pitch and rhythm
- Experience in directing and leading choirs of various ages and abilities
- Microsoft Office proficient (Word, Excel, PowerPoint)
- Enthusiasm and ability to work effectively with others (parish staff, ministry members, and parishioners)
- Highly organized, self-managing, project-oriented, detail-oriented, team player

Employee

Date

Pastor

Date