



JOB DESCRIPTION

St. Gregory the Great Family of Parishes (SGG)

Position Title	Director of Music – St. John Fisher
Location	St. Gregory the Great Family of Parishes
Reports to	Director of Worship
Status	Part-time, non-exempt, max 12 hours per week (exceptions noted during Easter and Christmas liturgical seasons)

POSITION SUMMARY

The director of music for St. John Fisher, part of the St. Gregory the Great family, fosters the active participation of the liturgical assembly in singing; coordinates the preparation of music to be sung at various liturgical celebrations; and promotes the ministries of choirs, psalmists, cantors, organists, and all who play instruments that serve the Liturgy.” (Sing to the Lord, #45.)

The St. Gregory the Great family includes three churches and two schools: Guardian Angels parish and school, Immaculate Heart of Mary parish and school & St. John Fisher parish.

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE THE FOLLOWING:

- a. Engage the assembly as the primary ministers of music in worship
- b. Have a working knowledge of the General Instruction of the Roman Missal and Sing to the Lord
- c. Lead choral rehearsals
- d. Principal musician for all Sunday (9:00 am & 11:00 am) Masses, Holy Day/Eve Masses, and weddings and funerals
- e. Prepare a broad representation of liturgical music in the Catholic tradition for worship in the parish, both traditional and contemporary
- f. Contract with additional musicians for Christmas, Triduum, and other parish celebrations as needed
- g. Maintain presence at agreed upon office hours and participate in staff meetings
- h. Meet and communicate regularly with SGG Director of Worship
- i. SGG Director of Worship delegate to St. John Fisher Worship Commission
- j. Keep choir areas and music office in good order
- k. Arrange to keep piano and organ in good working order.
- l. Works with the business manager to administer annual budget, including purchase of music, paying copyright fees and securing permissions.

POSITION SPECIFICATIONS/REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, or physical demands required.

- a. Must have a high degree of proficiency in the use of organ and piano as attested to by formal credentials and a personal performance audition
- b. Should have a working knowledge of other instruments which might be used in liturgical music

- c. Must have the ability and desire to lead and sustain a program of quality congregational singing
- d. Must have a good knowledge of quality repertoire available for liturgical music programs for choirs, organ, and congregation
- e. Must be collaborative with other members in the SGG family of the parishes, other staff, and parishioners as this position will require much communication and collaboration within the family of parishes
- f. Must be familiar with general office software and music notation software
- g. Must possess good communication skills (both written and oral)
- h. Must be willing to learn through continuing education, particularly in the areas of music, liturgy, and sacraments
- i. Experience in parish ministry, especially in the areas of music, liturgical ministry, and sacraments highly desired

ADDITIONAL REQUIREMENTS

- a. Must pass a background, criminal, and reference check.
- b. Must complete the SafeParish™ edition of Protecting Children from Sexual Abuse training session prior to first day of employment
- c. Must stay current in completing the interactive video-based SafeParish™ quarterly bulletins on Child Protection in order to remain in compliance with the requirements of the Decree on Child Protection
- d. Must be able to pass a drug test.

WORKING ENVIRONMENT

- a. This position will require some evening and weekend work.
- b. Employees of St. John Fisher Church and the St. Gregory the Great family of parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency, and adhere to the policies of the St. Gregory the Great family of parishes, the Archdiocese of Cincinnati, and the Catholic Church.
- c. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.

If you are interested in applying, please submit a cover letter and resume to jobposting@sjfchurch.org.