

# St. Rose Family of Parishes

St. Bernard, St. Charles, St. Joseph, St. Raphael, St. Teresa

## Director of Music

### 1. Identifying Information

Position Title: Director of Music

Status: Fulltime, Exempt, 12 months

Reports to: Director of Worship

### 2. Primary Function of this Position

The Director of Music serves the St. Rose Family of Parishes: St. Charles (South Charleston), St. Bernard (Springfield), St. Joseph (Springfield), St. Raphael (Springfield), and St. Teresa (Springfield). The Director collaborates on the liturgical and sacramental aspects of parish life. They work closely with the St. Rose Music and Worship Department, Pastoral Team, and clergy and support the ministries of sanctifying, teaching, and governing.

### 3. Major Position Responsibilities and Regular Activities

- a. Serve as Music Coordinator at St. Teresa Catholic Church in Springfield, Ohio as well as be a collaborative member of the Music and Worship Department that comprehensively accomplishes the work of complete, fruitful, and prayerful liturgical celebrations for all five churches in the St. Rose Family of Parishes.
- b. Both the ministry that is specific to St. Teresa and the collaborative ministry pertaining to all 5 churches in the St. Rose Family of Parishes includes:
  - i. Sanctifying
    1. Ensure the liturgical and sacramental celebrations are well prepared and celebrated.
  - ii. Teaching
    1. Collaborate with the leaders of formation and preparation of Candidates for sacramental celebrations.
    2. Direct efforts in musical and liturgical catechesis for the faithful.
    3. Collaborate on the formation and training of lay musical and liturgical ministers.
  - iii. Governing
    1. Assist in establishing policies and guidelines for worship and sacraments.
  - iv. Administration and Technical
    1. Oversee the administrative and technical tasks associated with the ministry to ensure professional standards and compliance.
    2. Collaborate with the Music and Worship Team on issues related to the sound equipment.

#### **4. Skills, Knowledge, and/or Abilities**

- a. Must be competent at leading liturgical music on organ/piano as well as directing choral music.
  - i. Applicants will be expected to audition piano, vocal, and choral leading skills for consideration.
- b. Must have a knowledge and appreciation of the Church's musical and liturgical traditions as well as current liturgical practice.
- c. Must collaborate with the St. Rose Music and Worship Department, Pastoral Team, Parish Staff as well as parish volunteers.
- d. Familiarity with general office software. Ministry scheduling software, music notation software, and design software is desirable.
- e. Communication skills (both written and oral).
- f. Willingness to learn through continuing education, particularly in the areas of music, worship, sacraments, and sound engineering/technology.

#### **5. Education, Training, and/or Experience**

- a. Bachelor's degree in music, sacred music, liturgy, theology/pastoral ministry, or related field with advanced study in music and liturgy or commensurate experience.
- b. Experience in parish ministry, especially in the areas of liturgical ministry, music ministry, or sacramental preparation is helpful.

#### **6. Working Environment**

- a. The Director of Music and Worship works in office space along with other members of the staff. They participate in regular meetings and activities of the staff. Regular weekends and some evening work hours are required.
- b. The Director of Music and Worship will embody St. Rose Core Values of compassion, humility, and unity and care in their words and actions with fellow staff and parishioners.

#### **7. Acknowledgement**

Employees of St. Rose will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Rose and the Archdiocese of Cincinnati. 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.

**To apply:** Send a resume, cover letter, and completed application (found [here](#)) to Chelsea Martinez at [chelsea@strosefamily.org](mailto:chelsea@strosefamily.org).