

St. Maximilian Kolbe Parish
5720 Hamilton-Mason Road
Liberty Township, OH 45011
513-777-4322

Position Title: **DIRECTOR OF SACRED MUSIC**
Status: Full-time; Exempt
Reports to: Director of Worship

JOB SUMMARY: The Director of Sacred Music is a professional who holds specialized credentials in music and has a thorough understanding of Roman Catholic liturgy. A person of strong faith and commitment to the Roman Catholic Church and her teachings, this individual is responsible for the effective planning, coordination, and execution of sacred music within the liturgical celebrations of the parish. The Director of Sacred Music reports directly to the Director of Worship and collaborates closely with the pastor and parish staff. The ideal candidate should be proficient in organ, piano, voice, choral conducting, and Catholic liturgy.

MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- Serves the parish as principal musician, organist, and choir director according to the highest professional standards by providing sacred music for all Sunday Masses and other major celebrations, including weddings and funerals.
- Oversees and develops the parish sacred music program and selects and plans music for all liturgical celebrations.
- Trains, directs, and supervises the parish choir, high school singers, children's choirs, instrumental ensembles, and cantor programs.
- Coordinates the schedules and rehearsals of all parish choirs, ensembles, and instrumental musicians.
- Coordinates the ongoing recruitment, training, and formation of liturgical musicians, developing strategies to continually grow the music program.
- Shares responsibility with the Director of Worship for creating worship aids for the assembly and selects and maintains musical instruments and the choral library.
- Prepares and manages the budget for the parish music program.
- Collaborates with the pastor and Director of Worship to plan major liturgical seasons.
- Assists the Bereavement Coordinator, as needed, with music selection and serves as principal musician for funerals.
- Assists engaged couples, as needed, with music selection and serves as principal musician for weddings.
- Serves as an adjunct member of the Worship and Sacraments Commission.
- Maintains proper copyright compliance.
- Maintains the Music Ministry webpage on the parish website.

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SKILLS, KNOWLEDGE, ABILITIES, AND EXPECTATIONS

- Should strive to personally know, love, and serve Jesus Christ through active participation in the life of the Catholic Church.
- Must be a practicing Catholic whose personal and professional life supports the teachings of the Catholic Church.
- Must be committed to the pastoral and spiritual mission of the parish.
- Must have excellent management, communication, and organizational skills, with strong attention to detail and accuracy.
- Must have excellent pastoral and relationship-building skills to cultivate and nurture community within the music ministry and the parish. Must be able to work well with others and lead people pastorally and skillfully toward desired goals.
- Must have a thorough understanding of the Church's liturgy and how *via pulchritudinis* is essential for the liturgical life of a parish.
- Must understand and implement what it means to sing the Mass.
- Must know and include the Church's patrimony of music, including Gregorian chant and English propers. Must understand how the Church incorporates hymnody into the liturgy.
- Must be a skilled choral director, including the ability to direct from the bench.
- Must have the ability to foster a sense of reverence and prayer through music and presence.
- Must have the ability and desire to lead and sustain a program of quality congregational singing.
- Must have knowledge and appreciation of the vast repertoire and rich heritage of sacred music, both choral and instrumental, as it pertains to liturgy.
- Must have a strong understanding of the various musical elements used within the liturgy, including acclamations, hymnody, psalmody, and the use of antiphons.
- Must have knowledge and understanding of the liturgical documents of the Church, specifically the *General Instruction of the Roman Missal*, *Sacrosanctum Concilium*, *Musicam Sacram*, and the *Chirograph for the Centenary of the Motu Proprio Tra le Sollecitudini*.
- Must have knowledge of and proficiency in music notation software.
- Must demonstrate integrity, strive for excellence in work, and have a reputation for honesty, reliability, and professionalism in all interactions.
- Should pursue continual formation and education through personal reading and attendance at pertinent workshops and conferences. Must be open to ongoing education and formation. Membership in a professional organization, such as the National Association of Pastoral Musicians or the American Guild of Organists, is encouraged.

EDUCATION, TRAINING, AND/OR EXPERIENCE

- Bachelor's degree in music required; five years of experience preferred.
- Advanced degree in music, specifically in church music, organ, or choral conducting, preferred.
- Experience in adult and children's choir conducting and development.
- Experience with musical instrumentation, handbells, and music arrangement.
- Supervisory experience and enjoyment of working in a team atmosphere.
- Helpful certifications include FAGO, AAGO, CMAGO, CAGO, the Archdiocese of Cincinnati Organ Proficiency Exam, and the Service Playing Certificate from the American Guild of Organists.

FUTURE GOALS

Apart from the duties listed above, the following are future goals for Sacred Music at St. Maximilian Kolbe Church and may be undertaken as directed by the pastor, in consultation with the Director of Sacred Music. With the assistance and support of the Director of Worship, the Director of Sacred Music will work toward:

- Developing a schola
- Reestablishing the Cherub Choir (grades 1-3)
- Establishing and sustaining a music committee

PARISH PROSPECTUS

It is our goal at St. Maximilian Kolbe Church to celebrate the Mass well. We believe sacred music at Mass is meant first to glorify God and second to edify the people. The prayer of the Mass is a foretaste of heaven, and the Director of Sacred Music works to ensure that St. Maximilian Kolbe Church continues to raise our hearts and minds toward Jesus Christ.

WORKING ENVIRONMENT

- The Director of Sacred Music works onsite in the parish office alongside other staff members. This individual participates in staff meetings and activities and meets regularly with the Director of Worship and Sacraments and the pastor. This position requires holiday, weekend, and evening hours throughout the year.
- Physical requirements of the position include the ability to work in a seated position, as well as the ability to stand for extended periods, walk, push carts, climb ladders not to exceed 7 feet, and lift objects up to 25 pounds.
- Must have the ability to lift, carry, and/or move parcels, packages, and other items; walk reasonable distances unaided; and drive a vehicle to offsite locations and/or pick up and deliver materials.

ACKNOWLEDGEMENT

Employees of St. Maximilian Kolbe Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Maximilian Kolbe Catholic Church. 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 with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.

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