

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

Position Title: **DIRECTOR OF MUSIC**
Status: Full-time, Exempt
Reports to: Director of Worship and Sacraments

JOB SUMMARY: The Director of Music is a professional who holds specialized credentials in music and who has a thorough understanding of Roman Catholic liturgy. A person of strong faith and commitment to the Roman Catholic Church and her teachings, he/she is responsible for the effective planning, coordination, and execution of music within the liturgical celebrations of the parish. The Director of Music reports directly to the Director of Worship and Sacraments and collaborates closely with the pastor and parish staff.

MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES:

- Serves the parish as principal musician, organist and choir director according to the highest professional standards by providing music for all Sunday and other major celebrations, including weddings, funerals, etc., in collaboration with other parish pastoral musicians
- Oversees and develops the parish music program, selects and plans music for all liturgical celebrations
- Provides leadership in areas related to liturgical music, including training, resources and support for cantors, instrumentalists and handbell choirs
- Directs and coordinates the Parish Choir, Children’s Choir, Cherub Choir, and High School Ensemble
- Supervises the pastoral musicians and Handbell Choir Director
- With the Director of Worship and Sacraments, creates worship aids for the assembly, selects and maintains musical instruments, coordinates schedules of parish choirs/ensembles and instrumental musicians
- Serves as a resource on liturgical music matters for the parish
- Prepares and manages the budget for the parish music program
- Collaborates with the pastor and Director of Worship and Sacraments for planning major liturgical seasons
- Assists the Bereavement Coordinator as needed with music selection, and acts as principal musician for funerals
- Assists engaged couples as needed with music selection, and acts as principal musician for weddings
- Is an adjunct member of the Worship and Sacraments Commission
- Seeks continual formation and education through personal reading, attendance at pertinent workshops and conferences. Membership of a professional organization (such as, but not limited to, the National Association of Pastoral Musicians or the American Guild of Organists) is encouraged so as to receive peer support, encouragement and enrichment

- Has acquired needed liturgical and musical knowledge through personal study, previous parish experience, and participation in professional organizations, conferences, and workshops, thus demonstrating an application of appropriate liturgical documents
- Establish and sustain a music support committee

SKILLS, KNOWLEDGE, ABILITIES, EXPECTATIONS:

- As attested to by formal credentials and a personal performance audition, person demonstrates a high degree of proficiency in the use of the organ and piano, with the ability to lead with either instrument and accompany as a solo or lead vocalist
- Must have demonstrated skills as an effective choral conductor, substantiated by formal credentials and/or a choral audition
- 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 (choral and instrumental) as it pertains to liturgy
- Comprehension of various musical elements used within the liturgy, including acclamations, hymnody and psalmody
- Knowledge and understanding of the liturgical documents of the Church, specifically the *General Instruction of the Roman Missal*, *Sacrosanctum Concilium*, *Musicam Sacram*, or *Chirograph for the Centenary of the Motu Proprio Tra le sollecitudini*
- Knowledge and proficiency in music notation software
- Knowledge of parish and archdiocesan policies relative to position and responsibilities

EDUCATION, TRAINING AND/OR EXPERIENCE:

- Bachelor's degree in music, 10 years' experience preferred
- Experience in adult and children's choir conducting and development
- Experience with musical instrumentation, handbells and music arrangement
- Excellent communication, collaboration and organization skills
- Supervisory experience; enjoys working in a team atmosphere
- Any of these certificates is helpful: FAGO, AAGO, CMAGO, CAGO, AoC Organ Proficiency Exam, Service Playing Certificate in the American Guild of Organists

WORKING ENVIRONMENT:

The Director of Music works in the parish office along with other members of the staff. He/she 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 year-round.

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.