

Job Title: Music Director
Reports to: Pastor
Position: Part-time, Unbenefited, up to 29 hours per week.
Parish: St. James the Apostle, Glen Ellyn, Illinois

Description:

St. James the Apostle Catholic Church seeks to renew all things in Christ. We are committed to renewal and evangelization. We are looking for a collaborative person to fill this position to enhance our celebration of Mass with reverent, participatory, and accessible music. A clear love of God and the Catholic Faith are necessary to join our parish staff. Additionally, familiarity with the Worship Hymnal 4th Edition is preferred but not required. Beyond these prerequisites, we are seeking a person who can train and develop cantors and a choir. At St. James, we strive to maximize the effectiveness of our time and resources by focusing on the desired outcome of our ministries: renewal.

This role includes:

1. Weekend and Solemnity Masses
 - a. Plan and provide sacred music for three (3) weekend Masses
 - b. Consult the Pastor before making final selections of sacred music
 - c. Coordinate regular participation of choirs and/or cantors at weekend Masses
 - d. Evaluate and discern continued participation of cantors on the basis of reverence and quality
 - e. Coordinate musicians to provide music at all over-flow Masses for Easter, Holy Week, and Christmas
 - f. Coordinate additional musicians (e.g. orchestral strings, brass, etc.) as needed
2. School and Religious Education Masses
 - a. If implemented, plan and provide sacred music for weekly school Mass
 - b. Plan and provide music for yearly Masses for the reception of First Holy Communion (Spring) in collaboration with the Pastor and Staff
 - c. Plan and provide music for yearly Masses for the reception of Confirmation (Spring) in collaboration with the Pastor and Staff
3. Funeral Masses
 - a. In consultation with the family, select and provide sacred music for all funeral Masses as scheduled
 - b. In collaboration with the Sacramental Coordinator, prepare and print a worship aid.
4. Wedding Liturgies
 - a. In consultation with the couple, select and provide sacred music for all weddings as scheduled
 - b. In collaboration with the Sacramental Coordinator, prepare and print a worship aid
 - c. Communicate with bride, groom, and other parish staff involved in wedding coordination
5. Administrative
 - a. Attends meetings with the Pastor, as needed
 - b. Attends all liturgy planning meetings, as needed

- c. Attends all staff meetings, as scheduled
 - d. Maintains an organized sacred music library, as needed
 - e. Maintains and coordinates repairs for all parish instruments
 - f. Maintains a clean and organized workspace
 - g. Maintains the digital, electronic carillons
6. Other Duties
- a. Other duties as assigned by the pastor

Education/ Qualifications:

- Experience in organ, piano, and vocal skills is highly preferred.
- Compliance with the Safe Environment Program of the Diocese of Joliet is required.
- A college degree in music, music performance or a related field is preferred, but not required.
- Strong planning, organizational and problem-solving skills preferred.
- Strong communication skills for written communications and verbal interactions with staff, parishioners, volunteers, and guest musicians.
- Ability to learn and adhere to office procedures.
- Ability to take initiative and follow directions.
- Demonstrate a knowledge and proficiency of Microsoft Office products.
- Since this is a ministerial position, must be a practicing Roman Catholic in good standing, and must support, know and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives and policies of the Diocese of Joliet.

Schedule:

Flexible during weekdays to attend staff meetings, sacred music selection and preparation for weddings and funerals, evening choir/cantor practices, and other duties as needed. Weekends required for providing sacred music during the 4:00 p.m. Mass on Saturday and the 9:00 a.m. and 11:00 a.m. Masses on Sunday.

If you are interested in this opportunity to assist with the liturgical life of the parish and renew all things in Christ, please provide a cover letter and resume to Fr. Keith Wolfe, Pastor at kwolfe@stjamesge.org. Please reference *Music Director* in the subject line of your email.