

Position: Director of Sacred Music
Parish: St. Mary's Catholic Church, Minooka, Illinois
Reports to: Pastor
Work Schedule: Part Time with Potential of Full Time based on Skills and Experience
Hours will vary, but includes all masses

Job Purpose:

St. Mary's Catholic Church is seeking to hire a Director of Music with special emphasis on the musical leadership, coordination and formation of parish cantors, choirs, and accompanists and fostering participation in music by the assembly.

I. Essential Duties:

- Plan and provide music as well as coordinate choirs, cantors, and musicians as needed for weekday and weekend Masses, holy days, funeral Masses, weddings, the sacrament of confirmation, penance services in Advent and Lent, Eucharistic Adoration, first reconciliation, first communion, and liturgical processions
- Maintain a choir and schedule and execute weekly rehearsals
- Ability to sing extremely well and is proficient in chant
- Attend weekly staff meetings
- Work closely with the pastor as needed
- Maintain an organized sacred music library
- Oversee annual ordering of Source and Summit Missal
- Maintain accurate inventory of all sacred music materials owned by the parish
- Provide resources such as music books and liturgical planning programs
- Maintain clear and effective communication with all sacred music volunteers. Includes, but is not limited to phone calls, emails, Constant Contact messages, etc.
- Maintain and coordinate repair and/or tuning of all parish instruments
- Manage music and liturgy budget
- Accountable for finding substitute cantors and musicians for Liturgies as needed
- Responsible for creating worship aides

II. Other Duties

- Other duties as assigned by the Pastor
- Collaboration on Liturgical duties as needed

III. Education/Qualifications:

- Commitment to personal faith and the Church
- Proficient in piano and organ
- Evidence of a strong background and knowledge of liturgical music and liturgy in the Roman Catholic Tradition
- Bachelor of Arts degree in Music or related field
- Administrative/supervisory experience preferred
- Experience rehearsing vocalists and instrumentalists (individually and ensembles)
- Strong planning/organizational/problem solving skills, very detail oriented
- Strong communication skills for written communications and verbal interactions with volunteers, guest musicians, and all parishioners
- Ability to take initiative, be a self-starter, and follow directions
- Ability to learn and adhere to office procedures

- Technology – demonstrations proficiency with or the ability to learn and following computer programs or web-based tools including Microsoft Office Suite, Constant Contact, Google (forms, docs, spreadsheets, etc.)
- 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

Please submit cover letter and resume to Chris Traub at ctraub@stmarysminooka.com and to Fr. John Honiotes at frjohn@stmarysminooka.com