

Director of Sacred Music and Liturgy

Status: Exempt - Part-time Ministerial Position

Reports to: Pastor

Start Date: Summer 2021

Established in 1872, St. Joseph Catholic Church is a vibrant community of Catholic Faithful seeking to follow after Jesus Christ. We foster our parish community to serve as a spiritual home for all throughout Wells County. The sacred music ministry program at St. Joseph serves as a ministry of inestimable value in giving glory to God and aiding in the sanctification of the Faithful.

Located in Bluffton, Indiana, St. Joseph Catholic Church is an active and dedicated faith-based parish. The parish consists of approximately 220 registered parish families.

General Job Description

The Director of Sacred Music and Liturgy reports directly to the pastor in actively leading the sacred music ministry program as well as being actively engaged in assisting the pastor to structure the liturgical life of the parish. The primary objective is to lead the parish community in dynamic and transcendent worship through sacred music.

This ministry requires the ability to work in a Catholic environment that espouses charity, compassion, respect, integrity, and dignity. The Director of Music and Liturgy must reflect the core values and teachings of the Catholic Church.

Qualifications / Requirements

- This individual must be a practicing Catholic deeply rooted in faith.
- Bachelor's Degree in Music or a related field preferred with a strong knowledge of Catholic worship and liturgy.
- Strong proficiency and experience in playing the organ and/or piano at a professional level and proficient in conducting and in singing.
- Exemplary communication / people skills, able to work well with adults and children alike.
- Eclectic / versatile musical knowledge and styles including standard modern Catholic music, traditional hymns, and Praise & Worship style of music.

Duties and Responsibilities

Musical Responsibilities

- Responsible for arranging music for all liturgical functions. This include:
 - A weekly responsibility for organizing the organist and cantor for all parish Masses, as well as at Masses on Solemnities, Holy Days of Obligation, and special Parish Masses (e.g. Confirmation).
 - It is preferred that the Director of Music and Liturgy serves as the organist for the majority of these Masses.
 - Arranging for the organist and cantor for all funerals and weddings.
- Director of the parish adult choir. This includes:
 - Conducting regularly scheduled rehearsals with the adult choir.
 - Overall responsibility for recruitment, training, and retention of choir members, cantors, and instrumentalists.
- Assist in the preparation of parish weddings and funerals by meeting with individuals/families to plan music for the liturgical service.
- Serve as a resource on musical and liturgical matters for staff and volunteer ministers, as well as provide catechesis to the parish at large on matters of worship and liturgical celebration.

Liturgical Responsibilities

- Prepare the annual calendar of liturgical services in concert with other parish staff and submit for the approval of the pastor.
- Oversee the scheduling of organists, cantors, and the parish adult choir.
- Review and evaluate overall quality of parish liturgical and musical program and make specific recommendations to the pastor (*annual review and evaluation*).
- Make sure all general musical liturgical items (*e.g. song boards, handouts*) are in place for all weekend, holy day and special liturgies.

Salary and Benefits (Negotiable)

- Starting Salary of \$24,000.00, less taxes / withholding
- Discussion possible regarding Benefits.

Applications may be sent to Fr. David Violi at frdavidvioli@gmail.com