

Director of Sacred Music and Choir
Saint Paul of the Cross
Columbia City, IN

Status: Ministerial- Part Time

Reports to: Pastor

Start Date:

Evaluation Date:

General Job Description

The Director of Sacred Music and Choir reports to the pastor. The primary role of the Director of Sacred Music and Choir is to provide and coordinate music for weekend Masses and special liturgies.

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

Qualifications and Requirements

- A faithful individual committed to personal and professional growth, with extensive knowledge and love for Catholic liturgy.
- Bachelor's degree in Music or related field.
- Experience in maintaining and developing a choir and leading congregational singing.
- Proficiency on piano and organ.
- Excellent professional and communication skills.
- Knowledge of Catholic Musical selections including modern Catholic hymns, traditional hymns, and praise and worship style music.
- Ability to work with volunteer musicians and cantors.
- Ability to complete the Safe Environment training and keep that training up to date.

Responsibilities and Duties

- Arranging music for all parish liturgies.
 - Play at all weekend Masses. Sat- 5pm. Sun 8am and 10:30am
 - Play at weddings and funerals. Typically under 5 weddings per year and under 10 funerals per year.
 - Play on Solemnities that don't fall on weekends. Christmas, Assumption, Ash Wednesday, etc; and play at special parish Masses: Confirmation, etc
 - Plan specific hymns/music per the occasion.

- Recruit and train cantors.
- Schedule all musicians- capable organist/pianist subs, cantors.
- Work with engaged couples on wedding music.
- Work with families on funeral music.
- Recruit and hold rehearsals for choir members weekly from August-May. No choir during June or July. Choir will sing monthly with additional Masses on Solemnities and special Masses.
- These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Salary and Benefits (Negotiable)

- Starting Salary of \$25,000

Resumes may be sent to Fr. David Huneck at frdavid@saintpaulcc.org