

# **St. Mark Catholic Church**

## ***Director of Sacred Music***

December 20, 2022

**Job Title:** Director of Sacred Music  
**Classification:** Full-Time  
**FLSA:** Non-exempt  
**Reports To:** Pastor, Director of Parish Operations

### **SUMMARY**

Leads all music ministry functions for the parish to provide an engaging and prayerful worship experience for the faithful.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

- Lead congregational music on the organ/piano and/or direct the choirs and organist for 4 weekend Masses in addition to Holy Days of Obligation, feast days, weddings, funerals, and other liturgical events;
- Expand and develop the parish's Adult, Contemporary and Children's Choir through development, rehearsals and recruitment of volunteer members;
- Deepen liturgical understanding of the assembly as it relates to music; selections range from chant to contemporary genres. Ensure active participation by the assembly through appropriate music selection;
- Recruit, train, and sustain quality cantors for parish liturgies; recruit paid section leaders for the adult choir;
- Ensure musicians and volunteers are in compliance with parish and diocesan policies;
- Hire and direct outside musicians for orchestral Masses, Holy Days, and other celebrations;
- Responsible for the maintenance of the instruments owned by the parish and future replacement projects;
- Attend parish staff meetings and Liturgy committee meetings; collaborate with stakeholders to develop music program strategies;
- Formulate and adhere to annual music ministry budget;
- Continue to develop musical skills and liturgical knowledge by attending workshops and conferences on the sacred liturgy and sacred music. The parish will offset the costs of such professional development;
- Maintain and develop appropriate resources and publications for providing a quality program.
- Meet with Pastor and other key staff members for performance evaluation and goal setting.

### **SUPERVISORY RESPONSIBILITIES**

This job will supervise 4 paid section leaders, organists, other hired musicians, Hispanic music and Psalm 150 band music coordinators. This job also requires the hiring of musicians for various functions.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION**

Bachelor's degree is required, Master's degree preferred. Must have adequate experience in playing the organ in a Catholic liturgical setting and leading groups of singers and musicians. Skills in reading and improvising music is required to successfully accomplish the essential duties of this position.

### **EXPERIENCE**

The desired candidate must have at least 4 years' experience directing a Catholic church music program. The desired candidate is also an active participant in the work of the Catholic Church and able to partake in the full sacramental life of the church. Must have excellent leadership skills and ability to work collaboratively with others.

### **LANGUAGE SKILLS**

Ability to read, analyze, write and effectively present information and respond to questions from parishioners and the general public. Must be fluent in English, ability to speak functional Spanish a bonus.

### **OTHER SKILLS**

- Knowledge of the Church's collection of music, ranging from *Chant to Contemporary genres*
- Must possess a working knowledge of the Catholic Mass

- Be familiar with all parts of the Mass and have knowledge of where music is required
- Possess an active faith life and able to translate this into action for others.
- Knowledge and ability to lead and collaborate with various cross-functional teams
- Understanding and respecting the needs and cultures of the parish especially as it relates to liturgy and music
- The desired candidate must complete our safe environment training for the protection of children and youth, as well as pass a criminal background check.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk and talk or hear. The director is frequently required to sit; use hands to finger, handle, or feel; reach and/or direct with hands, arms and/or head. The musician must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **BENEFITS**

Religious and civil holidays (15 paid holidays)

Sick pay (accrue the hourly equivalent of one day of sick leave per month)

Life insurance (\$10,000 term life)

Health insurance (Includes health, dental, prescription, and vision)

Savings and Retirement Plan (eligible to participate in the diocesan 403b plan)

Vacation pay (Hourly equivalent of two regularly scheduled workweeks per year)

Lay Retirement Program

Long-term Disability Insurance

Salary is commensurate upon the experience of the desired candidate.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is required to work some evenings and all weekend Masses. As this position requires work on the weekend, a day off during the week will be provided in consultation with the Director of Operations.

Interested applicants should submit a resume, cover letter, and references to Scott Bruno, Director of Parish Operations at [scott.bruno@stmarknc.org](mailto:scott.bruno@stmarknc.org).