

The Director of Sacred Music Job Description

St. Patrick Catholic Church

Milford, NH 03055 TEL: (603) 673-1311

Position Title: The Director of Sacred Music (DSM)	Immediate Supervisor: Pastor
Position Status: Salaried, Part-time	Work Schedule: 7-10 hours/week which include the Weekend Funerals/Holydays

The Director of Music may be called upon to attend meetings, facilitate rehearsals, perform music at times other than noted above, when necessary and/or directed.

Position Summary: The Director of Sacred Music (DSM) coordinates and oversees all liturgical music and cantors at the parish. He or she prepares, rehearses, performs, and conducts the music at the Saturday 4:00 p.m. Vigil Mass and the Sunday Masses at 8:00 a.m. and 10:30 a.m. as well as all Holy Days at St. Patrick Church. He or she also provides oversight, and support for any other music ministers and choirs that play at St. Patrick Church. He or she will be our recommended musician to play at all weddings and funerals and, even if he or she is not playing, will provide an oversight and consultation function, working with all families and musicians to select appropriate liturgical music. He or she is also charged with encouraging and developing active participation of the parishioners in congregational singing at parish liturgies, selecting and teaching music that reflects and integrates both the Catholic cultural of the parishioners as well as the rich diversity and tradition of Catholic sacred music in accord with the liturgical guidelines given to us by the Church's magisterium. This position will be evaluated annually by the Pastor.

The following statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Duties and responsibilities are subject to change as the needs and requirements of the parish/office change, as directed by the Pastor and/or the Parish Administrator.

Responsibilities:

- To oversee, evaluate, and coordinate all sacred music, musicians, and choirs in consultation with the pastor for St. Patrick Parish.
- To recruit, develop, and retain cantors and choir members for the 4:00 p.m. Saturday Vigil Mass and the 8:00 a.m. and 10:30 a.m. Sunday Mass as well as all Holy Day Masses such as Easter Vigil, Holy Week Liturgies, Confirmation/ First Communion and other Solemnities at St. Patrick Church
- To hold regular (weekly) choir practices and musical formation for the choir members he or she conducts.
- To foster active participation in the liturgy through beautiful sacred music, encouraging both congregational singing, as well as the prayerful execution of instrumental and choral/solo musical selections.
- To be available (schedule permitting) to play at funerals and weddings at St. Patrick parish when requested or to help find a suitable replacement.
- To assist in the preparation of all parish weddings and funerals by consulting with individuals/families and any other musicians to plan music that is appropriate for the Catholic liturgy. The DSM will develop an approved lists of songs for weddings and funerals in accord with Church's guidelines and St. Patrick Music policy to facilitate this process.
- To arrange for organ or other music 15 minutes prior to each Mass to prepare people for worship.

- To teach new music on occasion prior to Mass, including for instance, new settings for the ordinary of the Mass for each of the liturgical seasons.
- To provide for the maintenance of musical instruments
- To develop and maintain a parish music/choral library and maintain copyright for all music used.
- To coordinate a unity choir once or twice a year composed of our various choirs.
- To keep current with developments in Catholic Sacred Music and with the Church's liturgical guidelines.
- To serve as a member of the parish staff, attending staff meetings (schedule permitting), and to maintain a good working relationship with all ministers of the parish.
- To speak to the congregation at all Masses when requested to address some issue of liturgical singing and/or music.
- To find appropriate substitutes who can serve the parish during personal time off or vacation.
- To develop and maintain a budget for the Sacred Music program.
- To review and evaluation the quality of the parish musical program and make specific recommendations to the pastor (annual review and evaluation)

Qualifications:

- The ability to sing, cantor, and play piano and organ at a high level in order to provide sacred music for the celebration of Holy Eucharist and other Catholic rites and liturgical celebrations.
- Capable of helping the parish grow in its understanding and appreciation of various musical styles and the role of sacred music in the liturgy
- Pastoral Leadership skills: must have good communication skills and sensitivity to the cultural background and worship experience of parishioners, as well as leadership skills that can allow him or her to enter into fruitful dialogue with parishioners to guide them to a deeper understanding of the role of sacred music in the liturgy.
- A commitment to continuing professional education and development in the field of Catholic Sacred Music.
- A practicing Roman Catholic in good standing with the Church, fully supportive of the Church's authentic Magisterium and moral life.
- Ability to work well as a team member of the parish staff.
- Maintain up-to-date personal certification for diocesan Safe Environment program.
- The ability to maintain confidentiality.

How to Apply:

- Please send a cover letter with resume to Fr. Dennis Audet, at daudet52@gmail.com