



## **SAINT EDWARDS CATHOLIC CHURCH**

**Position Title:** Choir Director

**Opening Date:** Sept 24, 2025

**Closing Date:** Opened until filled

**Location of Job:** Saint Edwards

**Location Address:** 5303 River Rd Keizer, OR 97303

**Position:** Part-time, exempt, not benefits eligible.

### **Position Summary:**

To direct the choir for the 8:15 Sunday Masses, and Masses of Holy Days.

### **Primary Responsibilities:**

- Selecting and planning appropriate music.
- Leading and directing the choir for Sunday Masses and special liturgical celebrations throughout the year.
- Conduct choir rehearsals.
- Maintain music files.
- Communicate and collaborate with the Pastor, staff, and members of the parish regularly.
- Recruits, develops, and directs singers and musicians.

### **Required Knowledge, Skills, and Abilities:**

- Possess enthusiasm to teach the essentials of liturgical music to parishioners, and skills to direct the choir.
- Familiar with Catholic repertoire and the Archdiocese Pastoral Letter on sacred music.
- Ability to establish resource contacts within and outside the parish musical and liturgical community.

### **Minimum Qualifications:**

- Bachelor's degree in music and/or leadership experience with choir or music.
- An active member of a Roman Catholic parish community is preferred.
- Proficient in at least one performance area (keyboard, voice, etc.)

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 20 pounds.

Please submit your resume and cover letter to **[frgary@saintededs.com](mailto:frgary@saintededs.com)**.