

St. Mary Catholic Church

401 Van Pelt Lane
Pensacola, FL 32505
(850) 478-2797

Director of Sacred Music Job Description

TITLE: Director of Sacred Music

STATUS: Part-time/hourly. 10-12 hours per week. \$30 per hour. FLSA Exempt.

Principal Function:

- The Director of Sacred Music is a Catholic disciple of Jesus Christ who provides sacred music for our liturgies, enabling parishioners to lift their hearts to the Lord in song and offer fitting worship to God.
- The Director of Sacred Music is expected to sing, play organ, play piano, conduct a choir, and assemble musical ensembles that build and sustain congregational singing at parish Masses and liturgies.
- To develop and execute a plan to expand music at weekend Masses and other major liturgies.
- To develop and execute a plan to introduce the singing of antiphons into the liturgy.
- Reports to Pastor

Duties and Responsibilities for Leading Music at Liturgies:

- Responsible for the weekend liturgies - Saturday at 4 PM, Sunday at 8 AM and 11 AM.
- Responsible for special celebrations which include but are not limited to:
 - Christmas and Easter
 - Ash Wednesday, Holy Thursday, Good Friday, Easter Vigil, and Holy Days of Obligation
 - Penance Services in Advent and Lent
 - Youth Confirmation
 - First Holy Communion
 - Other various liturgical and seasonal events
- Weddings and Funerals. The Director of Sacred Music may charge a stipend for preparing music for weddings. The Director of Music may accept gratuity from families celebrating funeral Masses.

Duties and Responsibilities Associated with Preparation and Practice for Liturgies:

- Prepare music for choirs and ensembles for all liturgies— researching, selecting, etc.
- Choir rehearsals on a weekly basis. Consideration will be given to typical vacations/ holidays.
- Ensure all copyright licensing and usage reporting to music publishers is strictly adhered to.
- Responsible for recruiting and maintaining a bank of substitute musicians who can play the Roman Catholic liturgy. Scheduling those musicians, with Pastor's approval, and submitting check requests for remuneration.

- Responsible for overseeing the maintenance of musical instruments including the organ and keyboard/piano.
- Responsible for attending and providing planning information for bi-weekly parish staff meetings.
- Serves as a resource consultant for parish concerns regarding music, helping to educate staff and parishioners in developing their potential to understand the role of music in worship and to celebrate liturgies of musical quality.

Qualifications

- Competency in singing, playing organ, playing piano, conducting choirs, and assembling musical ensembles.
- Familiarity with the General Instruction of the Roman Missal, especially the sections relevant to music.
- Competency with using a digital music planning platform (e.g. Source and Summit)

If you are interested in this ministry, please contact Fr. Chris Winkeljohn
(winkeljohnc@clergy.ptdiocese.org)