

**Job Title: Director of Sacred Music**

**Salary: \$27-\$30/hour (32 hours, non-exempt employee)**

**Location:** St. Margaret Mary Church, Oakland, CA

**Reports To:** Pastor

**Position Summary:**

St. Margaret Mary Church, a Roman Catholic parish faithful to the Church's liturgical heritage, is seeking a **Director of Sacred Music (DoSM)** to lead and develop a sacred music program rooted in the rich traditions of the Church. This position involves planning, directing, and performing music for both the **Ordinary Form** and the **Extraordinary Form (Traditional Latin Mass)**, with particular emphasis on chant, polyphony, and the broader treasury of Catholic sacred music.

**Key Responsibilities:**

- Provide music for all parish liturgies, including Sundays, Holy Days, and special celebrations, in both the **Ordinary (both in Latin and English)** and **Extraordinary Forms**.
  - Our Mass Schedule is the following: Saturday 5pm (no music); Sundays 7am (Low Mass), 8:30am (Ordinary Form), 10:30am (Ordinary Form in Latin, chanted), 12:30pm (Extraordinary Form, Missa Cantata)
  - For Holy Days of Obligation only the 6pm Mass offers music.
- Direct and develop adult and children's choirs, fostering a deep love for the Church's musical heritage.
  - The DoSM has first right of refusal to serve as organist/cantor/director for all funerals and weddings.
- Teach and promote **Gregorian chant**, sacred **polyphony**, and traditional hymnody in both English and Latin.
- Collaborate with the pastor to ensure music selections are liturgically appropriate and theologically sound.
- Recruit, train, and rehearse volunteer and/or professional musicians as needed.
- Maintain and expand a parish music library in keeping with the Church's sacred tradition.
- Serve as principal organist (or coordinate organists), ensuring the instrument is well-maintained and suitably used.
- Plan and direct music for weddings, funerals, and other liturgical events.

**Qualifications:**

- A practicing Catholic with a deep reverence for the liturgy and fidelity to the Magisterium.
- Proficiency in **Gregorian chant**, **polyphony**, and a broad range of sacred music.
- Strong familiarity with the **Traditional Latin Mass** and its musical rubrics.
- Ability to read and interpret both modern and neumatic notation.
- Degree in Music or Sacred Music preferred; equivalent experience considered.
- Able to use pipe organ strongly desired, or willingness to learn.
- Strong knowledge of vocal technique and the ability to develop the vocal capabilities especially of young, amateur, and aging singers.
- Choral conducting experience strongly preferred.
- Ability to work collaboratively with clergy and parish staff.
- Disposed to be part of the Pastor's team in fundraising specifically for the music program.

- Enthusiasm for forming parishioners, especially youth, in the Church's sacred music tradition.

#### **Other Requirements**

- Must pass all required background checks and complete diocesan safe environment training.
- Availability for weekend Masses, Holy Days, and occasional evening events.
- Flexibility to meet the liturgical calendar of the parish.

#### **Compensation & Benefits:**

- Competitive salary commensurate with experience and education (\$45,000-\$50,000 annually)
- **Continuing education support** for workshops, conferences (e.g., CMAA), or further studies in sacred music or liturgy.
- Benefits package including healthcare, retirement, and paid leave (details provided upon inquiry).
- Stipend for weddings & funerals. We typically have 3-5 funerals and 3-4 weddings per year.

#### **How to Apply:**

Please send a cover letter highlighting your experience and liturgical philosophy, a résumé, and (if available) audio/video samples or links to past performances to:

Fr. Glenn Naguit; email: [gnaguit@stmargaretm.org](mailto:gnaguit@stmargaretm.org)

**"The treasure of sacred music is to be preserved and fostered with great care."** – *Sacrosanctum Concilium*, 114