

Music Director
Full-time Exempt

St. Mary Parish in Chardon & St. Patrick Parish in Thompson

Basic Function:

Under the direction of the Pastor, the Music Director plans, coordinates, and executes the music ministries at St. Mary and St. Patrick Parishes. The Music Director closely collaborates with staff, accompanists, choral directors, choir members, and other parishioners and musicians at the parishes in order to provide music that engages the congregation in reverent worship and active participation at the liturgy.

St. Mary's in Chardon and St. Patrick's in Thompson share a Pastor, Parochial Vicar, and other staff positions. There are six Masses between the two parishes each weekend (one Vigil Mass at each parish, one Sunday Mass at St. Patrick's, and three Sunday Masses at St. Mary's). The Music Director will provide music for four Masses each weekend, and coordinate musician schedules to cover the remaining Masses. Additionally, the Music Director will either provide music or coordinate musician schedules for School Masses, Funerals, Weddings, Holy Days, Christmas, Holy Week, Easter, and other sacramental and special liturgical celebrations throughout the year.

Requirements:

- Must be a person of faith who is able to uphold the mission, vision, and values of the Catholic Church in the Diocese of Cleveland, St. Mary Parish and St. Patrick Parish in performing all responsibilities of this role.
- Minimum of a Bachelor's Degree in Music or related field is preferred. A combination of experience or other relevant certification or training may be accepted in lieu of a degree.
- Minimum of 3 years experience in music ministry is preferred.
- Proficiency with piano and/or organ required.
- Proficiency with conducting a choir and instrumentalists is required.
- Vocal proficiency required.
- Excellent verbal and written interpersonal communication skills.
- Excellent initiative, organizational, communication, collaboration, and leadership skills.
- Ability to think creatively and address problems with a restorative view open to new opportunities.
- Ability to maintain a healthy working relationship with staff, music ministers, and parishioners.
- Ability to work with children in the parish and the school who are interested in music ministry.
- Ability to maintain a flexible schedule and work on Saturday afternoons and evenings, Sunday mornings and early afternoon, and occasional weekday evenings.
- Must have one's own reliable transportation for travel between St. Mary Parish and St. Patrick Parish and for occasional local travel.
- Must complete VIRTUS certification and fingerprinting/BCI compliance upon hire.

Responsibilities:

- **Ensure that the activities of this position are consistent with the mission, vision and values** of the Catholic Church in the Diocese of Cleveland, St. Mary Parish and St. Patrick Parish.
- **Uphold and promote the liturgical policies and guidelines** of the Roman Catholic Church, the USCCB, the Diocese of Cleveland, and St. Mary and St. Patrick Parishes.
- **Stay apprised of developments in liturgy and music**, and invite music ministers to participate in available workshops and formation opportunities.
- **Provide direction and support** to the members of the music ministry, and encourage congregational singing.
- **Maintain a collaborative relationship** with the clergy, staff, music ministers, and parishioners.
- **Attend and participate in worship committee meetings and parish staff meetings.**
- **Share feedback and suggestions from music ministers and parishioners** with the Pastor and Pastoral Staff.
- **Plan and provide music at four Masses each weekend**, and schedule musicians to cover the remaining Masses.
- **Coordinate liturgical planning with other musicians and directors who assist at Masses.**
- **Plan and provide music for School Masses**, and coordinate with the Music Teacher to involve students in music at Mass.
- **Prepare an annual music calendar, and coordinate musician schedules** for all Vigil and Sunday Masses, School Masses, Funerals, Weddings, Holy Days, Christmas, Holy Week, Easter, and other sacramental and special liturgical celebrations throughout the year.
- **Supervise paid musicians** and oversee time sheets for accurate reporting.
- **Direct rehearsals for the 10 am and 12 pm choirs**, and facilitate periodic gatherings for instruction and communication to those serving our music ministries.
- **Select music that is appropriate for Catholic liturgical celebration.**
- **Oversee setup and tear down of the music area for practices and liturgies.**
- **Oversee creation and production of worship aids** for special ceremonies and services.
- **Oversee the maintenance of sound and musical equipment**, and assist the Pastor and Facilities Manager with special church projects.
- **Invite, educate, train, and evaluate vocalists and musicians** with an eye to quality and improvement.
- **Assess needs and perform regular evaluations of the music ministry programs and processes** in collaboration with the Pastor and with an eye to new opportunities of engagement and fostering reverence and participation among the music ministers and the congregation.
- **Prepare and manage the budgets for the parish music programs** in collaboration with the Pastor and Business Manager.
- **Purchase, organize, and distribute music files** in an orderly and timely manner.
- **Maintain compliance with all copyright laws** for print and livestream music.
- **Maintain flexibility** in working with various musicians and musical styles.
- **Perform other duties in keeping with this position as assigned.**

To Apply:

Position will remain open until filled. For consideration, please submit cover letter, resume, contact information for three (3) professional references, and completed Diocese of Cleveland Employment Application to frscott@stmarychardon.org. Review of applications for invitation to interview will begin in March 2024.

■ Application for Employment for Parishes.pdf