

## POSITION DESCRIPTION

Title: ORGANIST / DIRECTOR OF SACRED MUSIC

Status: Part Time or Full Time

Reporting: Reports directly to the Pastor and works under Pastor’s direction to establish guidelines for the parish music ministry

### **Overview**

The Organist and Director of Sacred Music (hereafter called “Director”) at Holy Trinity Catholic Church is a vital leadership role responsible for enhancing the liturgical life of the parish through the planning, coordination, and execution of sacred music. This position oversees all musical aspects of worship, including playing the organ, directing the choir, arranging cantors, and managing the carillon system, while ensuring alignment with the Church’s liturgical traditions and pastoral vision. The Director collaborates with clergy and staff to foster a vibrant worship environment and supports special liturgical events, funerals, and weddings, while maintaining hymnals, licensing, and safety protocols.

### **Office Hours**

Maintain office hours in workspace in parish office or choir loft, with access to modern telephone and computer hardware and software, color laser printer, metered mail, and other standard office equipment. An assigned email address is available at the domain [@holytrinity-shreveport.com](mailto:@holytrinity-shreveport.com).

### **Liturgical Music**

Attend and provide music at all liturgies: Saturday anticipatory Masses at 4:00 pm, and Sunday Masses at 10:30 am and 12:00 pm, plus Holy Days of Obligation and special Masses as scheduled throughout the year.

- Music to be selected includes Organ Prelude and Postlude, Hymns (Processional, Offertory and Communion), Psalms, Gospel Acclamations, and Mass parts (*Kyrie, Gloria, Sanctus, Memorial Acclamation, Great Amen, and Agnus Dei*).
- Mass parts may be chosen from a specific Mass setting or “composite” (i.e., selected from various complete Mass settings). Mass settings may be sung in English or Latin.
- Find and schedule a replacement organist when necessary.
- Contract guest instrumentalists as needed by notifying Fr. Duane in advance with dates and suggested remuneration.

### **Seasonal Events**

Provide *stabat mater* accompaniment for Lenten Friday Stations of the Cross, and appropriate liturgical music for seasonal events (e.g., annual pet blessing on the Feast of St. Francis, Corpus Christi Procession). Recurring special Masses include Investiture Mass for the Equestrian Order of the Knights of the Holy Sepulchre, and Mass with prayers for reduction in gun violence.

### **Cantors**

Schedule cantors for Masses and weddings, and schedule rehearsal with cantors as needed. As of May 2025, there are six cantors on the roster. Cantors' availability varies, but schedules should be issued monthly or quarterly, after communication with and input from cantors.

### **Choir**

Responsible for leading and conducting Holy Trinity's choir. As of July 2025, the choir rehearses on one weekday evening from 6:00 to 7:00 pm. The choir most often sings in unison on hymns, responses, and Mass parts. Polyphonic arrangements are encouraged.

### **Organ**

Holy Trinity features Wicks pipe/digital combination (hybrid) organ which consists of approximately 25 ranks, 2 manuals (keyboards) and pedal (32 notes). The Director is responsible for maintaining the organ and communicating with contracted service company as needed. Holy Trinity maintains a maintenance agreement for two tunings and service calls per year, usually just before Advent and again before Lent.

### **Carillon System**

Operate the carillon system manufactured by White's Clock and Carillon. Update clock for Daylight Savings Time. Disable automatic pre-programmed Carillon "events" prior to each Mass or other special event (weddings, concerts, etc.). Written instructions are located beside the carillon control unit in the choir loft near the carillon tower door.

### **Licensing and Printed Hymn Materials**

Holy Trinity maintains current copyright licenses via One License and CCLI for printed use and for broadcast. We also subscribe to Source & Summit resources. The Director of Sacred Music is responsible for ordering printed music as necessary (provide expected costs in advance for any intended purchases to pastor).

### **Staff Meetings**

Attend weekly or bi-weekly staff meeting with pastor. Day and time to be set as mutually convenient.

### **Hymnals and Hymn Boards**

Update hymn numbers on the hymn boards for weekend Masses using number cards located behind reredos. Holy Trinity's primary hymnal is the St. Michael Hymnal (Fifth ed.), Worship Hymnal (Fourth ed.), and Missalette selections.

### **Safety Practices**

Promote good safety practices and precautions in the choir loft.

### **Written Submissions to Parish Media**

The Director is encouraged to contribute articles, promotions, and announcements to the weekly parish bulletins and parish website.

- Twice monthly bulletin articles (via email to Business Manager on Mondays at 10:00 am)
- Prepared music to cantors and pastor (any time before weekend)
- Website articles and other contributions (as needed)

### **Funerals**

The Director will be given the opportunity to provide music for funerals according to the wishes of families.

### **Wedding Policy**

Holy Trinity's Director of Sacred Music has right of first refusal for all weddings in our church (i.e., is to be offered to provide services at all weddings and will negotiate fees for each wedding with bride or bride's representative).

### **Special Opportunities**

Creativity is encouraged. The Director is encouraged to suggest special projects including but not limited to the following.

- Building and maintaining the profile of the Department of Sacred Music within the parish and diocese.
- Introducing new music, including Mass settings and parts from the *Graduale*, plus Spanish-language hymns.
- Composing and performing original compositions.
- Assisting at our "cluster parish," Our Lady of the Blessed Sacrament Catholic Church.
- Other projects such as recitals, children's events, bell choirs, pilgrimages, presentations, expressions of public piety, and more.

### **Term of Service**

The Director serves as an at-will employee under Louisiana law, with specific terms of employment outlined in a separate Employment Agreement. The responsibilities and expectations described in this Position Description may be reviewed annually by the Pastor and the Director to ensure alignment with the parish's liturgical and pastoral needs. Any modifications to the duties outlined herein will be documented in writing and agreed upon by both parties, while employment terms, including termination procedures, will be governed by the separate Employment Agreement.