

Part-Time Music Director

St. Luke the Evangelist Catholic Church

SUMMARY

Under the direct supervision of the Pastor and in accordance with established policies, procedures and Church liturgical documents, assists in providing musical accompaniment and direction for St. Luke the Evangelist liturgies including Sunday Masses, Saturday evening Vigil Mass, holy days, funerals, and other Masses as assigned. It is understood that this position requires evening and weekend work, and core office hours will be determined by the pastor as well as maintained and advertised to the benefit of both the parish family and the parish staff. The Part-Time Music Director must be a practicing Catholic in good standing with the Church and able to partake in the full sacramental life of the church.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Collaborate with Pastor in determining the repertoire for all liturgies.
- Assists with the selection of appropriate music based on scripture readings on a weekly basis.
- Responsible for providing musical accompaniment at liturgies and rehearsals.
- Responsible for leading the choir, instrumentalists and the assembly at liturgies.
- Responsible for recruiting, training, directing and supervising vocalists and instrumentalists.
- Able to arrange music for instruments.
- Keep current on Church documents regarding liturgy, current liturgical music and hymnals.
- Lead choir rehearsals.
- Keep the pastor informed of Archdiocesan Office of Worship direction in liturgical music ministry.
- Assure that the parish use of music conforms to Church and pastor's directives.
- Maintain professional skills through personal practice and continuing educational opportunities.
- Perform other duties as assigned by the Pastor to serve the people of God at St. Luke the Evangelist Catholic Church.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Advanced knowledge of Catholic music literature.
- Possess full knowledge of Catholic liturgical services.
- Able to work well with volunteers to lead a choir.
- Must have an understanding of and ability to use collaborative management skills.
- Knowledge and ability to form group cohesion and consensus as opposed to fragmentation and disunity.
- Must have good leadership skills.
- Skills in reading music are required to successfully accomplish the essential duties of this position.
- Ability to read, analyze, write and effectively present information and respond to questions from parishioners.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION AND EXPERIENCE

Professional training and experience preparing liturgically correct Catholic music by following the requirements of the pastor and the Archbishop.

A Bachelor's Degree in Music or equivalent is preferred.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made per the ADA and the ADAAA. While performing the duties of this job, the employee is regularly required to stand; walk and talk or hear; the Director is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Must be able to frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

OFFICE ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Interested candidates should submit a resume with a minimum hourly rate requirement to businessmanager@stlukescatholic.com with the subject line "Part-Time Music Director" Applications without an hourly rate requirement may not be considered. Please, no calls.