POSITION TITLE: Director of Liturgy and Music

Opening Date: 10/18/2019

Closing Date: 11/12/2019

Location of Job: St. John the Baptist Catholic Church

Location Address: 10955 SE 25th Ave, Milwaukie, Oregon 97222

Position: Fulltime, Exempt, Benefits eligible

Position Summary:
The Director of Music is a person who has a thorough understanding of Roman Catholic Liturgy. This person is responsible for the effective planning, coordination, and execution of music in the Parish.

Primary Responsibilities:
- Plan and direct music for regularly scheduled liturgies, as well as weddings and other liturgical celebrations throughout the year.
- Participates in the comprehensive planning, implementation and evaluation of the parish’s programs, goals, and objectives with specific focus on liturgy and music.
- Coordinate music with team of pastor, staff and volunteers for 1,400 family suburban parish.
- Schedule cantors and musicians for regularly scheduled liturgies, as well as rehearsals and training for events throughout the year.
- Coordinate four English and one Spanish Sunday Masses.
- Direct choir(s) – potentially the traditional, contemporary, children, and Spanish
- Work in conjunction with pastor to fill music positions as necessary
- Other duties as assigned
Required Knowledge, Skills and Abilities:
- A strong understanding of Catholic Liturgy, Catholic teachings, Catholic Faith, and Catholic principles.
- Ability to integrate himself/herself into the current culture of the parish
- Competency with piano, voice and organ
- Proficient in English, written and spoken

Minimum Qualifications:
- Prior experience as a Director of Music in a Catholic Church
- Experience in choral conducting (traditional, contemporary, children and Spanish)
- Bachelor’s degree in music
- Five years of experience and advanced degree preferred

Physical Demands:
While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

Please send resume and cover letter to Reverend John Marshall, frjohn@sjbcatholicchurch.org to apply.