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# SAINT ELIZABETH PARISH

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## Employment Opportunity

**Date:** October 19, 2020

**Parish:** Saint Elizabeth

**Position:** Director of Music

**Deadline:** Until filled

**Status:** Fulltime

**Practicing Catholic:** Preferred

**Position Summary:** Saint Elizabeth Parish, Columbus, is seeking a fulltime Director of Music. The Music Director position supports the Gospel message through song, in cooperation with other parish ministers, challenging the assembly to live it more fully. As the principal accompanist, the Music Director will adhere to the Liturgical Guidelines of the Diocese of Columbus and of the Parish to provide musical accompaniment for all liturgical and para-liturgical ceremonies, including, but not limited to: parish weekend liturgies, weddings, funerals, holy days, penance services, evening prayer, Confirmation, First Communion and to cooperate in providing occasional and reasonable liturgical music at other times.

### **Essential Position Responsibilities:**

1. Recruit, develop, direct and rehearse parish adult and children's choirs.
2. Research, review, order new music and maintain the music library for the choirs.
3. Develop, train, rehearse and schedule cantors and musicians.
4. Maintain Church owned musical instruments.
5. Organize Sunday, Holy Day, and special Liturgies, including planning and execution of the music and collaborate with liturgical staff in planning of the environment, readings, and prayers.
7. Oversee compliance with copyright laws and licensing practices.
8. Maintain a familiarity and working knowledge with digital communication platforms such as Flock notes, Zoom and MS Teams. Likewise, with Live Streaming technology, Vimeo Video recording platforms, Vimeo Livestream Studio 6, and ProPresenter 7 software with remote iPad capability. If the candidate is not familiar, then they must be willing to learn the system and commit to a proficiency through education and training.
9. Operational knowledge and experience with a Music Ministry audio amplification/video platform including various types of microphones, audio mixers, and the main church audio/video platform.

10. Maintain current knowledge of local, national, and universal liturgical norms and documents through ongoing formation and study, including certifications through the Diocese of Columbus and/or the National Association of Pastoral Musicians (NPM).
11. Review new music, liturgical journals, and attend workshops.

### **Weddings**

1. Schedule individual meetings with bridal couples to select music, cantor, and instrumentalist.
2. Compile music for cantor and instrumentalist.
3. Schedule rehearsals with cantor and instrumentalist.
4. Approve all music requested to be performed by musicians outside the parish.
5. Complete a wedding music planning form and provide copy to cantor.
6. Maintain wedding music file.

### **Funerals**

1. Provide accompaniment for all funerals.
2. Contact cantor.
3. Provide music in folder for cantor.
4. Rehearse with cantor and instrumentalist.
5. Provide liturgy planning for cantor.

**Education and Experience:** Bachelor's Degree - Master's degree is preferred. Minimum 3 years of parish music experience or similar experience is required.

**Job Related Skills:** Knowledge of all Catholic liturgical music documents and Catholic liturgy required; proficiency in organ and keyboard skills. Familiarity of the Liturgical Guidelines of the Diocese of Columbus with principles and dimensions of the catholic faith formation; proven administrative skills including interpersonal relations, conflict resolution, management and supervision, visioning and planning, budget preparation and collaborative minister.

- **Interpersonal Skills:** The ability to work with others in a collaborative team environment.
- **Language skills:** Strong oral and written communication skills are required; ability to read and comprehend instructions, write correspondence, and memos.
- **Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.



**Compensation & Benefits:** Compensation is commensurate with experience and ability. We offer a full complement of benefits, including health, dental, vision, life, short & long-term disability, and matching 403(b). Benefits are according to Diocesan policy.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program.

Interested parties should submit cover letter, resume, and references to Father Antony Varghese, the pastoral administrator, to [FrAntony@stelcc.org](mailto:FrAntony@stelcc.org). Please direct any questions to the parish office at (614) 891-0150.