
IMMACULATE CONCEPTION PARISH

Employment Opportunity

Date: August 4, 2021

Position: Music Director

Reports to: Pastor

Deadline: August 31, 2021

Status: Full time

Practicing Catholic: Preferred

Position Summary

Immaculate Conception Parish, Columbus, is a vibrant Catholic faith community of 1400 families, with a K-8 school, near The Ohio State University with a mission of leading people to Jesus. We are searching for a qualified individual to serve as the full time Parish Music Director. The ideal candidate for this position is a practicing Catholic who will be able to serve as Principal Organist and Choir Director.

This person will plan and provide musical accompaniment for parish weekend liturgies, school liturgies, weddings, funerals, holy days, etc. Responsibilities include directing and rehearsing choirs, and planning parish and school liturgies. The position is expected to use personal judgment in carrying out routine duties and responsibilities at the school.

Job Responsibilities includes the following:

1. Direct and rehearse during the choir season, adult choir and children's choir and research and select suitable music.
2. Recruit and develop a parish adult and children's choir on a continuing basis.
3. Research, review, and order new music for choirs; Maintain accompaniment folders.
4. Develop Cantor Program and train and rehearse new cantors.
5. Compile, type and duplicate liturgy planners and cantor schedules for all liturgies.
6. Provide music for instrumentalist and rehearse as needed.
7. Arrange for any work necessary for organ and piano tuning, as needed.
8. Provide Worship Aids for Weekend Masses and special occasions.
9. Procure copyright and prepare music for reprint as needed.

Experience: Minimum 3 years 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.





Work Environment: Hours for this position vary and do require some late afternoon, evening, or weekend work. Immaculate Conception School is a smoke free facility.

Physical Demands: Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

Sedentary Work: Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time but may involve walking or standing for brief periods of time.

Compensation/Benefits: Salary is commensurate with experience. 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. 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” course.

Qualified candidates should submit a cover letter, resume, and references no later than August 4, 2021 to John Bernard at jbernard@iccols.org.