

Job Title: Director of Sacred Music

Status: Full-Time

Work Schedule: Scheduled 40+ hours per week. Weekend work is expected as part of the position. Evening rehearsals are also expected.

Reports to: Rector

Date: July 2020

Primary Purpose: To coordinate the planning and execution of sacred music for liturgies of the Cathedral Parish.

Essential Functions:

1. Plan music for the English and Spanish language Masses for the Cathedral Parish, including Masses and liturgies celebrated at St. Boniface and St. Joseph.
2. Plan and lead music for the weekly Mass in the Extraordinary Form of the Roman Rite.
3. Lead the music at the English and Spanish language Masses. When this is not possible due to Mass schedule conflicts, the Director of Sacred Music will appoint other musicians to fulfill this responsibility.
 - a. Not to exceed 5 Masses per weekend except in rarest of circumstances.
4. Direct, promote, and oversee the Cathedral Parish choral program and establish new choirs when feasible. Serve as consultant to the Hispanic choir directors.
5. Serve as principal musician and music director for all Episcopal liturgies at the Cathedral church (ordinations, Chrism mass, Rite of Election, etc.). Coordinates, and is responsible to, the Director of the Office of Worship for these liturgies.
6. Recruit, train, and rehearse with cantors for non-choral Masses.
7. Contract with other local musicians (strings/brass/percussion) for special events.
8. Oversee the maintenance and upkeep of the musical instruments of all the parish locations (Cathedral, St. Boniface, St. Joseph). Ensures these instruments are in proper working order.
 - a. Inventory of instruments
 - i. 3 pipe organs
 - ii. 2 grand pianos
 - iii. 3 electric pianos
 - iv. 3 ½ octave set of handbells
9. Oversee the maintenance and upkeep of the sound systems at the 3 parish church buildings.
10. Maintain and oversee annual budget in consultation with Rector and parish bookkeeper.
11. Plan and manage concerts in the Cathedral Parish. Serve as parish representative when working with musicians or their representatives.

12. Meet with couples preparing for marriage to plan music for wedding ceremony.
13. Meet with families planning music for funeral Masses (when requested by priest).
14. Play for and recruit cantors as needed for weddings, funerals, and quinceñeras.
 - a. When serving as organist or cantor for any of these functions, the Director of Sacred Music is paid an additional stipend. Stipends are set in consultation with the Cathedral Rector.
 - b. Cantors and other contract musicians are also paid an additional stipend.
15. Oversee formatting and printing of the weekly order of worship leaflets for Masses in English, Spanish, and the Extraordinary Form of the Roman Rite.
16. Work with the Bishop Heelan High School leadership to plan weekly school Masses. Format and print the order of worship leaflets for this Mass. Play organ occasionally for this Mass.
17. Recruit and train substitute organists to play for masses while the Director of Sacred Music is away (conferences, vacation, sick leave, etc.).
18. Other duties as assigned.

Physical and Cognitive Requirements:

- Ability to read and perform music.
- Knowledge of Church documents related to music and liturgy.
- Knowledge of and ability to read/sing in Gregorian Chant notation.
- Familiarity with the musical patrimony of the church, including hymns, chants, motets, and other songs.
- Sedentary work: involves sitting most of the time; walking and standing are required occasionally.
- There is no exposure to adverse environmental conditions.
- Clerical duties require working at distances close to the eyes.
- Work deals with preparing documents, interpreting policies, use of computer terminals, extensive reading and visual interpretation.
- Duties require carrying out detailed performance (playing organ, directing choirs/orchestras) at three different locations (Cathedral, St. Boniface, St. Joseph).

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described, and may be supplemented or amended as necessary.

I have read and understand these job duties and my supervisor has reviewed these requirements with me.

Reviewed with: _____ Date: _____
(Employee)

Reviewed by: _____ Date: _____
(Supervisor)