

## Sacred Heart Catholic Church - Aberdeen, SD

# Job Description

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**Position Title:** Director of Music

**Position Category:** Ministerial

**Position Status:** 1. Full Time    2. Salary    3. Benefit Eligible

**Immediate Supervisor:** Pastor

**Department:** Music and Liturgy

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### General Introduction:

The Bishop of Sioux Falls is the visible head and source of unity in the particular Church entrusted to his pastoral care (CCC 1594). In a unique and visible way, he makes Christ's mission present and enduring while functioning in his role as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop trusts chosen collaborators (clerics, religious and lay people) to share in the apostolic mission and entrusts various responsibilities to them. Each employee helps to extend the ministry of the local Pastor in particular ways as outlined in this position description.

### Position Summary:

Sacred Heart Catholic Church has an opening for a full-time Director of Music. The successful applicant will work as a vital part of the parish staff team to bring the parish vision of 'Inviting Everyone to Passionately Live the Gospel' to realization, specifically through the work of sacred music. Tasks include coordinating music to enhance the liturgical services of the parish, including selecting music, playing the organ and piano for liturgies, directing choirs, coordinating cantors and accompanists, and maintaining the pipe organ and piano. Qualified applicants will have a minimum of a two-year post-secondary degree in a relative field or related job experience, with a bachelor degree preferred. Interested candidates are asked to send a copy of their resume and an accompanying cover letter to Fr. Mark Lichter, Pastor of Sacred Heart, at [sacredheartaberdeem@gmail.com](mailto:sacredheartaberdeem@gmail.com), or by mail to 502 2<sup>nd</sup> Ave SE Aberdeen, SD 57401.

### Essential Duties and Responsibilities:

- Selecting appropriate music for all Masses for weekends, Holy days of Obligation and other Liturgical celebrations for the parish (including, but not limited to, Palm Sunday, Triduum, Easter Sunday, Pentecost, Christmas, Confirmation, First Communion, etc.).
- Selecting Music for seasons of Advent, Christmas, Lent, Easter and Ordinary Time
- Scheduling musicians, including choirs, cantors and accompanists.
- Screening and selection of new music.
- Preparing and leading the choir(s) for regular Sunday Liturgies.
  - Coordinating music for other instrumentalists (guitar, brass, woodwind, strings)
  - Setting musical environment appropriately (microphones, music board, etc.)
  - Having necessary music ready for choir members
- Preparing music and accompanying introduction sheets for cantors and accompanists.
- Recruitment of new cantors and choir members.
- Arrangement for tuning and other maintenance for musical instruments (organ, pianos).
- Maintain music library, licensing, missals, and budget.
- Annual review with Pastor.
- Meeting with parish staff to maintain optimum communications.
- Coordinating music for parish funerals.
  - Arrange for cantor and accompanist and prepare music.
  - Be in communication with the pastor, funeral home, and family over details.
- Coordinating music for Wedding ceremonies.
  - Work with engaged couples to select sacred music appropriate for Church.

- Assist engaged couple in arranging for cantor and accompanist and prepare music.
- Other duties as assigned.
- An essential responsibility for this position is being present to play the organ/piano for the weekend liturgies in the parish (both Saturday evening and Sunday morning). The successful candidate will be available to work both on the weekends and one evening a week to conduct choral rehearsals with periodic breaks when accompanists will be scheduled by the candidate. Work schedule flexibility, with approval by the pastor, will be provided the candidate during the rest of the working week.

### **Essential Qualifications:**

#### 1) **Primary:**

- Willingness and ability to effectively make known the Catholic Church's teachings through the varied ministry activities expected of this position.
- Willingness and ability to act as an outstanding personal witness to the Catholic faith and religion by living both one's professional and personal life in accordance with the doctrines and moral teachings of the Roman Catholic Church, as embodied in the various documents of the Roman Catholic Church, including, without limitation, the Catechism of the Roman Catholic Church.
- Be flexible and adapt quickly to changing situations.
- Ability to work collaboratively as part of the parish staff team.
- Ability to recruit and lead volunteers and delegate tasks and projects.

#### 2) **Education/Experience:**

Qualified applicants will have a minimum of a two-year post-secondary degree in a relative field or related job experience, with a bachelor degree preferred.

### **Required Knowledge, Skills, and Abilities:**

- Applicant must be able to play the piano and be willing to learn to play the organ. Organ experience and ability are preferred.
- An understanding and working knowledge of all desktop applications included in the Microsoft Office Suite and various web applications.
- Ability to work independently and in a team-oriented, collaborative environment to think strategically, multitask, and conform to shifting priorities, demands, and time lines.
- Proven communication skills, and ability to work effectively with a wide range of individuals while maintaining strict confidentiality.

### **Job Conditions/Physical Demands:**

The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Additional hours above normal schedule occasionally required, specifically around holidays where extra liturgies are planned (Easter Triduum, Christmas Eve/Christmas, etc.)
- Schedule regularly includes hours outside of normal working week, including evening rehearsals/practices, and weekend liturgies. Flexibility available for working hours during the normal working week.
- Stress related to handling multiple tasks/responsibilities at one time.
- Ability to push, pull, lift and carry items up to 30 pounds.
- Ability to sit, stand, bend, stoop, climb stairs, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands and wrists.
- Ability to work in an office setting as well as various venues according to event or activity.
- Vision abilities required include close vision, depth perception and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work with a large number of individuals, often requiring multitasking and working with deadlines and details to ensure all of the essential functions are performed in a timely and courteous manner.

**Acknowledgement:**

I understand that in accepting the terms of this job description I acknowledge that I am a person of faith, and possess the professional abilities and personal attributes necessary to carry out the Primary Essential Qualifications and perform the duties and responsibilities as listed.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Employee Signature*