

Job Description

SS. JOHN & BERNARD PARISH
BENTON HARBOR, MICHIGAN
DIRECTOR OF MUSIC (PART-TIME OR FULL-TIME)

OVERALL RESPONSIBILITY

To care for and beautifully hand on the musical tradition of the Church for the edification and sanctification of souls and ultimately to give the greatest glory and praise to God.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in music or equivalent experience and requisite skills
- Strong organ performance skills; vocal skills a plus
- Significant knowledge of Catholic liturgical music, especially chant and polyphony
- Experience in choral direction
- Practicing Catholic in good standing

PREFERRED QUALIFICATIONS

- Knowledge of the Spanish language

SPECIFIC DUTIES AND RESPONSIBILITIES

- Serve as Director of Parish Adult Choir and Schola.
- Accompany cantors, direct choirs, and/or serve as cantor for three weekend liturgies (5:00 PM Vigil, 9:00 AM, and 11:00 AM). 12:30 PM Spanish Mass is also available if candidate has the necessary skills and knowledge.
- Prepare all musicians/vocalists for performances at Masses and other celebrations.
- Oversee and plan liturgical music for all weekend masses.
- Plan, provide, or arrange for music for special Eucharistic and sacramental

celebrations, including: Holy Days of Obligation, Holy Thursday, Good Friday, Easter Vigil, Thanksgiving, Confirmation, First Communion, Parish Reconciliation Services, and other special liturgies.

- Plan music with couples and provide music or schedule musicians for weddings.
- Provide music for funerals held in our church.
- Maintain parish instruments and sound equipment.
- Develop and maintain choral and instrumental libraries.
- Develop and manage the Music Ministry budget.
- Provide musicians with necessary materials for liturgies.

SALARY

- Commensurate with experience

If interested, please email cover letter and resume to Wendy Maychszak, Parish Secretary, at ssjbsecretary@gmail.com