

**The Director of Sacred Music Job Description**  
**St. Charles Borromeo Catholic Church**  
Grand Coteau, Louisiana

<b>Position Title:</b> The Director of Sacred Music (DSM)	<b>Immediate Supervisor:</b> Pastor
<b>Position Status:</b> Non-Exempt, Part-time	<b>Work Schedule:</b> 7-15 hours/week; Weekends/Holidays

*The Director of Music may be called upon to attend meetings, facilitate rehearsals, perform music at times other than noted above, when necessary and/or directed.*

**Position Summary:** The Director of Sacred Music (DSM) coordinates and oversees all liturgical music and choirs at the parish. He or she prepares, rehearses, performs, and conducts the music and choirs at the Saturday 4:00 p.m. Vigil Mass and the Sunday 10:30 a.m. Mass as well as all Holy Days at St. Charles Church in Grand Coteau. He or she also provides oversight, evaluation, and support for any other music ministers and choirs that play at St. Charles Church and Christ the King Mission Church in Bellevue. He or she will be our recommended musician to play at all weddings and funerals and, even if he or she is not playing, will provide an oversight and consultation function, working with all families and musicians to select appropriate liturgical music. He or she is also charged with encouraging and developing active participation of the parishioners in congregational singing at parish liturgies, selecting and teaching music that reflects and integrates both the cultural heritage of the parishioners as well as the rich diversity and tradition of Catholic sacred music in accord with the liturgical guidelines given to us by the Church's magisterium. This position will be evaluated annually by the Pastor.

This position could, perhaps, evolve into a full-time position.

*The following statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Duties and responsibilities are subject to change as the needs and requirements of the parish/office change, as directed by the Pastor and/or the Parish Administrator.*

**Responsibilities:**

- To oversee, evaluate, and coordinate all sacred music, musicians, and choirs in consultation with the pastor for St. Charles Parish.
- To recruit, develop, and retain cantors and choir members for the 4:00 p.m. Saturday Vigil Mass and the 10:30 a.m. Sunday Mass as well as all Holy Day Masses such as Easter Vigil, Holy Week Liturgies, Confirmation, First Communion and other Solemnities at St. Charles Church in Grand Coteau, as well as providing a supervisory and support role for the music at all other Masses and at Christ the King Mission Church in Bellevue
- To hold regular (weekly) choir practices and musical formation for the choir members he or she conducts.
- To foster active participation in the liturgy through beautiful sacred music, encouraging both congregational singing, as well as the prayerful execution of instrumental and choral/solo musical selections.
- To be available (schedule permitting) to play at funerals and weddings at St. Charles parish when requested or to help find a suitable replacement.
- To assist in the preparation of all parish weddings and funerals by consulting with individuals/families and any other musicians to plan music that is appropriate for the Catholic liturgy. The DSM will develop an approved lists of songs for weddings and funerals in accord with Church's guidelines and St. Charles Music policy to facilitate this process.
- To arrange for organ or other music 15 minutes prior to each Mass to prepare people for worship.

- To teach new music on occasion prior to Mass, including for instance, new settings for the ordinary of the Mass for each of the liturgical seasons.
- To provide for the maintenance of musical instruments, as well as making recommendations for the purchase of new hymnals, instruments, etc.
- To develop and maintain a parish music/choral library and maintain copyright for all music used.
- To coordinate a unity choir once or twice a year composed of our various choirs.
- To keep current with developments in Catholic Sacred Music and with the Church's liturgical guidelines.
- To serve as a member of the parish staff, attending staff meetings (schedule permitting), and to maintain a good working relationship with all ministers of the parish.
- To coordinate with the worship committee and provide periodic reports to Parish Council on Music Ministry.
- To speak to the congregation at all Masses at least once per year to address some issue of liturgical singing and/or music.
- To connect and coordinate with the Diocesan Office of Worship and Liturgy with regard to liturgical music.
- To find appropriate substitutes who can serve the parish during personal time off or vacation.
- To develop and maintain a budget for the Sacred Music program.
- To review and evaluation the quality of the parish musical program and make specific recommendations to the pastor (annual review and evaluation)

#### **Qualifications:**

- Bachelor's Degree in Music or equivalent with a strong knowledge of Catholic worship and liturgy.
- Skilled at developing and directing choirs for Mass, with a minimum of 3 years experience in a Catholic parish.
- The ability to sing, cantor, and play piano and organ at a high level in order to provide sacred music for the celebration of Holy Eucharist and other Catholic rites and liturgical celebrations.
- Capable of helping the parish grow in its understanding and appreciation of various musical styles and the role of sacred music in the liturgy, including music from the African American Catholic tradition as well as the "pride of place" of Gregorian chant in liturgical services (*Sacrosanctum Concilium*, 116).
- Pastoral Leadership skills: must have good communication skills and sensitivity to the cultural background and worship experience of parishioners, as well as leadership skills that can allow him or her to enter into fruitful dialogue with parishioners to guide them to a deeper understanding of the role of sacred music in the liturgy.
- Knowledge of Catholic magisterial documents and teaching on sacred music and the liturgy.
- A commitment to continuing professional education and development in the field of Catholic Sacred Music.
- A practicing Roman Catholic in good standing with the Church, fully supportive of the Church's authentic magisterium, modeling a Catholic vocation and moral life.
- Good leadership, administrative, planning, and organizational skills.
- Technology skills in the area of communication through social media, as well as basic computer skills using Microsoft Office Suite and G Suite.
- Ability to work well as a team member of the parish staff.
- Maintain up-to-date personal certification for diocesan Safe Environment program.
- The ability to maintain confidentiality.

#### **How to Apply:**

- Please send a cover letter with resume to Fr. Mark Kramer, S.J., Pastor, at [matte@st-charles-borromeo.org](mailto:matte@st-charles-borromeo.org)