



ST. ANTHONY
—DE PADUA—
CATHOLIC PARISH

St. Anthony De Padua Catholic Parish, a vibrant community in South Bend, Indiana of over 570 families with a school serving 240 children, is seeking a full-time Director of Music Ministry.

The primary mission for the Director of Music Ministry is to establish a culture of vibrant music in the liturgical life of the parish. St. Anthony is located near The University of Notre Dame, and thus has available many resources for professional development, ongoing ministerial and leadership formation, and a large talent base among its graduate students and local faculty and staff. We are looking for a candidate who has a charism for ministering to liturgical musicians and children, and who can recruit, coordinate, and collaborate with the parish music ministers. The expected outcomes of the director's work, innovation, and collaboration with the pastor and parish staff would be: a well-nourished culture of energetically engaged parishioners during our weekend Masses, students engaged with and participating in school Masses, and an enkindled liturgical life and culture in the parish. This vision is rooted in St. Anthony Parish's mission of forming missionary disciples.

POSITION

- This is a full-time (40 hours a week), exempt position.
- 401K and Health Package.
- Salary commensurate with education, experience, and ability.
- Stipends are allowable for weddings and funerals.
- Experience is preferred but not required.
- Benefits offered according to diocesan and parish policies. Background check and safe environment training are required of all parish employees and volunteers.
- Scheduled hours include Saturdays, Sundays, school Masses and all Holy Days and other days as needed.
- The Director of Music Ministry reports directly to the pastor.
- The position is available January 2021.

RESPONSIBILITIES

- Create and implement a vision for energetically engaging our parishioners in worship through music.
- Maintain a presence in the school and build a vibrant children's choir and children's music ministry.
- Recruit new music ministers.
- Plan music for
 - All Saturday Vigil and Sunday Masses (currently 3)
 - Weekday school Masses (currently 2)
 - Masses on major feast days
 - Other liturgies such as Lenten Stations of the Cross, Advent Vespers, Lessons & Carols, etc.
- Collaborate with school & parish administration and staff, including Religion Teachers, in developing and enriching the liturgical life of the school through student programming, ministries, retreats, and faith formation.
- Occasional Praise & Worship with school children.

- Create or work with a volunteer to create worship aids for liturgies as needed.
- Collaborate with ministry scheduler to schedule cantors, choirs, ensembles, and accompanists for Masses and seasonal liturgies. (We use Ministry Scheduler Pro.)
- Schedule cantors, accompanists, and musicians for weddings and funerals. Work with engaged couples and families of the deceased, respectively, to select music.
- Lead rehearsals with cantors, choirs, ensembles, and instrumentalists, as necessary.
- Direct school children's choir. (We have 240 students in grades PreK-8.)
- Spiritually minister to parish music ministers, and provide opportunities for continued formation and development in their ministry.
- Offer annual music minister's retreat/day of reflection.
- Coordinate all set-up and breakdown of music equipment for all Masses and liturgies.

ADDITIONAL DUTIES

- Maintain professional skills.
- Participate in weekly staff meetings and school meetings, as needed.
- Purchase and maintain hymnals, sheet music, musical equipment and instruments, including the maintenance of the piano and organ.
- Maintain and manage sound system equipment.
- Oversee and maintain music files and licenses.
- Perform all administrative duties relating to music ministry.
- Prepare, submit and manage a budget, process stipends, and keep records as needed.
- Provides a visible, accessible presence at parish events.
- Other duties as assigned.

QUALIFICATIONS

- Practicing Catholic in good standing.
- Knowledge of historic and contemporary treasury of sacred music, including but not limited to traditional and contemporary hymnody, choral music, Praise and Worship, Gregorian Chant, as well as openness to plainchant in English and Latin and English hymnody.
- Ability to work with children in a warm, loving, and supportive environment that encourages excitement for worship, singing, and the liturgy.
- Proficiency in choral conducting.
- Very desirable to be proficient in organ accompaniment and piano accompaniment.
- Familiarity with the General Instruction of the Roman Missal and the principles of Sacred Music set forth by the Second Vatican Council and Musical Legislation of the Church.
- Ability to draw forth the varied gifts of those interested in serving the music ministry.
- Excellent planning and organizational skills.
- Ability to work collegially with clergy, staff, and laity.

CURRENT MUSICAL INSTRUMENTS

- 7' Yamaha Baby Grand Piano
- Wicks 12 Rank Pipe Organ
- Hand bells

Applicants may send their resume and brief philosophy of liturgical music, as well as consider sending a video of themselves playing a prepared piece of music on the organ or the piano, to: frben@stasb.org. Information about St. Anthony de Padua Catholic Parish can be found at www.stasb.org.