



SACRED HEART

Catholic Church and School

125 N. Harrison St., Warsaw, IN

574-267-5842

www.sacredheartwarsaw.org

Position Description **Director of Sacred Music**

Status: Exempt – Full Time, Ministerial

Hours of Work per Week: 35-40 (25 hours hands-on; 10 hours of office/paperwork)

Reports to: Pastor

The Director of Sacred Music works under the direction of the pastor and in collaboration with other musicians in order to continue developing a sacred music program at Sacred Heart parish. This includes, but is not limited to: playing the organ or piano at Masses, directing the choir(s), training cantors, increasing volunteer participation in music ministry, planning sacred music for all liturgical celebrations in the parish, and providing/arranging for music at "non-scheduled" liturgies (funerals, weddings, baptisms, etc.). The Director of Sacred Music looks for opportunities to participate in continuing education programs through professional associations, as well as collaborate with other local music ministries and organizations to provide the parish with beautiful sacred music fitting to worship.

Major Areas of Responsibility:

- Plans and executes all sacred music for Masses at Sacred Heart Parish
- Participates in the wider mission of the parish by helping to form parishioners to better understand and pray the Sacred Liturgy and by being a strong pastoral presence.

Job Duties:

- Plans and executes music for all sung Masses (3 per weekend, 3 per each Holy Day of Obligation, and as scheduled for Holy Week).
- Provides accompaniment for all sung Masses.
- Rehearses and conducts the adult choir, which sings one of the 3 Masses every weekend from September-June
- Offers a range of music including traditional, Gregorian Chant, and Praise and Worship
- Recruits, trains, rehearses, and provides ongoing formation for volunteer cantors for sung weekend Masses.

- Coordinates additional instrumentalists who play at Mass.
- Recruits and rehearses a child and adult choir
- Provides music for all weddings and funerals, including all relevant planning with involved parties.
- Schedules substitute director when away.
- Provides opportunities for parish formation on music and the sacred liturgy.
- Grows the music program with additional liturgies/services/concerts.
- Maintains a close working relationship with the Pastor.
- Any additional responsibilities at the discretion of the Pastor.

Qualifications:

- High degree of proficiency in playing the organ/piano, as attested to by formal credentials and a personal performance audition.
- Working knowledge of other instruments, which might be used in the parish's sacred music.
- Demonstrated skill as an effective choral conductor.
- Knowledge of the Church's liturgical and musical tradition and current legislation.
- Interest/ability in Gregorian Chant (Latin and/or English)
- Ability to work independently to organize and arrange priorities.
- Ability to schedule and produce work in a timely manner.
- Ability to take initiative and be self-motivated.
- Preferred experience playing the organ.
- Practicing the Catholic faith is preferred, but not necessary. Must be abiding by the teachings of the Catholic Church

*To apply for this position, send your resume, cover letter, and three references to:
 Laura Gillis at l.gillis@shcwarsaw.org*