



SAINT JOHN PAUL II SCIOTO CATHOLIC PARISH
FULL-TIME DIRECTOR OF SACRED MUSIC
514 Market Street Portsmouth, Ohio 45662

Reports To: Pastor

St. John Paul II Scioto Catholic Parish consists of four church facilities: St. Mary, St. Peter in Chains, Holy Redeemer, and Holy Trinity as well as Notre Dame Elementary and High School in Scioto County, Ohio, on the Banks of the Ohio River. Our parish is part of the Roman Catholic Diocese of Columbus, Ohio. We are seeking a parish Director of Sacred Music to enhance the beauty of the Holy Sacrifice of the Mass through planning and coordinating music selections, playing the organ, cantoring, forming and conducting choirs, including a parish schola and youth choir. We are a parish of approximately 2,195 families with four weekend masses and 280 children in our Elementary and 192 children in our High School. Interested candidates should read the full job description on our parish website: www.sciotocatholic.org and send a resume, cover letter and references to Fr. Stephen Smith, Pastor at frsmith@sciotocatholic.org. This position is full-time.

DIRECTOR OF SACRED MUSIC

The Director of Sacred Music assists the pastor and parish clergy in the planning, executing, and celebration of all parish and school liturgies. The liturgy, most centrally the Sunday celebration of the Holy Sacrifice of the Mass, is the source and summit of parish life. It is the divine worship of God and the deification of the faithful by God's grace and the Church's prayer for the world. The Director of Sacred Music shall be a practicing Catholic in full accord with the teachings of the Catholic Church, with a deep commitment to the principles of the Church and the musical styles expressive of excellent Roman Catholic Liturgy.

JOB EXPECTATIONS:

- Assist the parish clergy in discerning parish and school worship and prayer needs and oversees the liturgical music per The General Instruction of the Roman Missal, *Sacrosanctum Concilium*, *Musica Sacram*, Diocesan and USCCB guidelines.
- Lead music at two to three liturgies per weekend and holy days of obligation, either alone, as organist, or choir director.
- Organizes music and plays for School Masses.
- Work in close collaboration with church and school campus musicians, including organists and vocalists.
- Develop and sustain a parish choir program, including a youth choir and Schola. This includes the ability to direct from the bench.
- Works to encourage musicians to sing or play at each parish campus.
- Join with others to develop the liturgical spirit of the parish and to foster an atmosphere of hospitality and harmony.
- Conducts choir rehearsals and arrange for instrumental rehearsals.
- Recruits, auditions and trains choir members and musicians.
- Maintains and oversees the care of musical instruments and equipment, with special care given to our parish organs.
- Coordinates appropriate music for weddings, funerals, special masses, and school masses.

- Coach, encourage, and oversee all parish musical ensembles to achieve a more cohesive, parish-wide direction for the music of the parish.
- Build a repertoire and encourage participation of the parish community in singing at various liturgies.
- Develop and manage the budget for liturgical music, ensuring responsible allocation of resources and accountability for music-related expenditures.
- Adhere to Church and legal laws regarding copyrights and the proper copying and usage of music.
- Has the right of first refusal to lead music for weddings and funerals at the negotiated additional stipend.

ADMINISTRATIVE RESPONSIBILITIES:

- Collaborate with the Pastor, under his supervision, and with other parish clergy and staff members, integrating his or her own area of responsibility with the overall parish mission.
- Collaborate with the other staff members (paid and volunteer) and the parish schools to provide any needed assistance or consultation of their worship responsibilities.
- Coordinate and/or staff all other services with musicians or parish ensembles.
- Hire instrumental and vocal soloists as needed.
- Ensure maintenance of musical instruments and music-related equipment.
- Prepare and manage the budget for the parish liturgy and music programs in collaboration with the Pastor and the Finance Manager.
- Design worship aids when needed.
- Attends parish staff meetings.
- Due to the unique nature of this position, the Director of Sacred Music is to be flexible in their schedule. This is a full-time position and is expected to be flexible with parish needs as needed.
- Assists with other projects as needed.

EDUCATIONAL RESPONSIBILITIES:

- Provides for the initial and ongoing formation of liturgical music volunteers.
- Invite, motivate, and train all parish ministers of music (whether volunteer, stipend, or salaried).
- Serve as a resource on liturgical musical matters for all parish staff, faculty, and volunteer ministers.
- Educate the Christian faithful and provide input for parish organizations in matters of liturgical understanding, sensitivity, and planning.
- Provide music education and practical preparation for liturgical celebrations for parish musicians.

PASTORAL RESPONSIBILITIES:

- Consult pastorally on music selection and relevant logistics provided in the marriage and funeral guidelines with all wedding couples and as needed with families planning funerals.
- Attends parish events and is attuned to the living faith and genuine concerns of parishioners.
- Is involved in Diocesan networks of professional peers and fosters good public relations within and outside the parish.
- Works to foster unity among all parish musicians and ensembles and to create harmony with the presider and other liturgical ministers.

COMPETENCIES AND SKILLS:

- Candidates must be active in the Catholic faith and committed to function in a manner consistent with the mission of the Catholic Church.
- Has an understanding of the theology and history of sacramental and liturgical practices.
- Has a working knowledge of the liturgical year.
- Has knowledge of the Church's liturgical norms and regulations.
- Is knowledgeable of and comfortable with the musical tradition and heritage particular to the Roman Catholic Church: Gregorian Chant and Sacred Polyphony or is willing to learn.
- Has a thorough understanding of the musical, liturgical, and pastoral judgments that must be made in selecting music for liturgy.
- Proficient in organ accompaniment, solo singing, and choral direction.
- Is dedicated to continued skill and knowledge development.
- A Master's in Organ Performance, Sacred Music or equivalent is preferred.

COMPENSATION:

- Compensation is commensurate with the candidate's experience.
- We offer a full complement of benefits, including health, dental, vision, life, short & long-term disability, flexible spending account (FSA), and matching 403(b). Full-time benefits are according to Diocesan policy.
- Job offer is contingent on the successful passing of Compliance with BCI&I background checks and completion of the VIRTUS "Protecting God's Children" course.

HOW TO APPLY:

Send cover letter, resume, and references to: Fr. Stephen Smith, Pastor at frsmith@sciotocatholic.org