

GUARDIAN ANGELS CHURCH OF OAKDALE

Position Description

Position Title: Director of Music

Reports to: Pastor

FSLA: (Non-Exempt) Learned Professional

of Direct Reports: 1 organist

Hours: up to 29 hours per week

Pay: \$26-32 an hour (commensurate with experience)

Benefits: 403B, 403B Roth

Date: November 1, 2024

JOB PURPOSE:

Under the supervision of the Pastor, the Director of Music is responsible for guiding and directing the liturgical music program of the parish to enhance the worship experience, foster community engagement, and ensure a vibrant musical presence in all liturgical celebrations.

GENERAL RESPONSIBILITIES:

Provide musical leadership for parish liturgies.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does not require that the employee be a Catholic. It is expected however that all employees will respect Catholic doctrine and religious practices. Reasonable accommodations for the religious practices of employees not of the Roman Catholic faith will similarly be provided.

REPRESENTATIVE RESPONSIBILITIES:

Coordinate and conduct choirs, cantors, and instrumentalists.

Plan music for liturgies.

Enrich the musical life of the community.

DESIGNATION OF ESSENTIAL FUNCTIONS:

1. Plan music and musicians for all parish liturgies, including weekend Masses, Holy Days, and sacramental celebrations.
2. Conduct, accompany and sing as needed.
3. Supervise the organist.
4. Supervise the Audio & Visual Equipment Technician volunteer (with the liturgy coordinator and pastor)
5. Recruit and train musical ensembles.
6. Communicate regularly and promptly with volunteers.
7. Assist in planning weddings and funerals.
8. Compose and arrange music for parish liturgies.
9. Coordinate maintenance of parish's musical instruments.
10. Prepare projection files for liturgies.
11. Maintain copyright permissions, projection files and music library.
12. Assist in coordinating maintenance of A/V equipment (with liturgy coordinator and administrator).
13. Foster the parish's understanding of liturgical music.
14. Enrich the musical life of the community with concerts and musical prayer services.
15. Schedule parish facilities in accordance with established procedures.
16. Attend and participate in all staff gatherings. Offer assistance to other staff members as time allows.
17. Other duties as assigned by Pastor.

QUALIFICATIONS:

Candidate will have significant musical training, including qualification in choral conducting, vocal performance, and keyboard (piano and/or organ) performance. Also needed are organizational, leadership and communication skills. The job requires a flexible schedule with a significant amount of work on evenings and Sundays.

MENTAL DEMANDS:

Candidates must be self-motivated, organized, and flexible, must be able to manage many tasks at one time, prioritize workload and adjust to parishioner needs. Must be able to work patiently with volunteer musicians.

PHYSICAL DEMANDS:

Position involves computer work (about 75%), standing, walking, carry up to 25 lbs., moving tables and chairs.

INTERESTED APPLICANTS PLEASE SEND IN A COVER LETTER, RESUME AND [APPLICATION](#) TO:

Ms. Sharon Schwarz
Guardian Angels Catholic Church
8260 4th Street North
Oakdale, MN 55128
sschwarz@guardian-angels.org

APPLICATIONS DUE: Tuesday, December 3rd, 2024 **ANTICIPATED START DATE:** As soon as possible.