



ARCHDIOCESE OF PORTLAND IN OREGON

Human Resources

POSITION TITLE: Music Director

Opening Date: October 2, 2017

Closing Date: November 11, 2017

Location of Job: Our Lady of Perpetual Help (St. Mary's)

Location Address: 706 Ellsworth Street SW, Albany, OR 97321

Position: Part Time

Position Summary: Provides effective planning, coordination, and execution of music within the liturgical celebrations of the parish: Three (3) English Masses, Two (2) Spanish Masses on the weekend, all Holy Days of Obligation, and parish celebrations (First Holy Communion & Confirmation). Coordinates and directs the parish music program by ongoing recruitment of instrumentalists, cantors, and choir members under the supervision of the Pastor.

Job Duties:

1. Coordinates and directs the parish music program,
2. Plans Liturgical music for all sacramental celebrations in collaboration with the Pastor and assists him as needed.
2. Provides leadership in areas related to liturgical music and encourages participation of the parish community in various liturgies.
3. Serves as consultant to parishioners for preparation in weddings, quinceañeras and funerals.
3. Coordinates music and musicians for all Sundays, special liturgical and major celebrations, including weddings and funerals.
4. Recruits, auditions and trains cantors and accompanists weekly or as needed. Cantors and accompanies masses as needed.
4. Provides liturgical formation, music education and practical preparation for cantors, choral and instrumental groups. Holds regular meetings as supervisor

- to cantors, accompanists, and choir and folk group directors to review current liturgical music to maintain unified music representation to the assembly.
5. Coordinates services and schedules of parish musicians, communicating with church office as needed.
 6. Selects and maintains musical instruments and supplies yearly.
 7. Prepares and manages budget for the parish music program, meeting with Administrative Council as needed.
 8. Receives professional development through Archdiocesan Office of Liturgy and Worship, and participates in Archdiocesan-sponsored events.
 9. Maintains a strict level of confidentiality on all matters relating to parish business.
 10. Performs other work-related duties as requested

Skills / Education:

1. Proven skills as a cantor and accompanist, with ability to lead and teach the assembly as well as musicians.
2. Ability to successfully manage and train staff, volunteers, handle budget and programs.
3. Ability to prioritize workload to meet program requirements.
4. Ability to work both independently and as a member of a pastoral team.
5. Must be flexible, creative and responsible.
6. Degree in Music (or comparable experience) with working knowledge of Catholic liturgy.
7. Two to four years' church choral experience required, along with knowledge and understanding of church organization and operational procedures.
8. Practicing Catholic required.
9. Bilingual in Spanish is desired, but not required.
10. Experience playing organ and piano is desired.
11. Valid driver's license required.

Please direct questions and applications to Rev. Edwin Sanchez-Romero at:
stmarysoffice_albany@comcast.net.