



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Music Director

Opening Date: 12/10/2021

Closing Date: Until Filled

Location of Job: St Catholic Church Mt Angel

Location Address: 575 E College St, Mt Angel, OR 97362

Position: Full-Time Exempt

Position Summary: To provide effective planning, coordination, and execution of music within the liturgical celebrations of the parish. Coordinates and directs the parish music program, planning music in collaboration with the pastor.

Primary Responsibilities:

1. Coordinates and directs the parish music program, planning music in collaboration with the pastor.
2. Provides leadership in areas related to liturgical music.
3. Provides music and musicians for all Sunday and major celebrations, including weddings and funerals, (with the help of other musicians and cantors).
4. Encourages participation of parish community in various liturgies.
5. Serves as consultant to parishioners for planning sacramental liturgies.,e.g., weddings, funerals, baptisms.
6. Provides liturgical formation, music education, and practical preparation for cantors, choral and instrumental groups.
7. Selects and maintains musical instruments and supplies.
8. Coordinates services and schedules of parish musicians.

9. Collaborates with the pastor to ensure appropriate music for all sacramental celebrations, and provides assistance, as needed.
10. Prepares and manages budget for the parish music program.
11. Directs choir(s) and provides for musical accompaniment for Sunday Main Mass, on Holy Days of Obligation and special liturgical celebrations.
12. Schedules and conducts practices for choir and musicians.
13. Performs other work-related duties as requested

Required Knowledge, Skills and Abilities:

Proven skills in the areas of music and coordination. Ability to successfully manage and train staff, volunteers and programs. Must be able to prioritize workload to meet program requirements. Ability to work both independently and as a member of a pastoral team. Must be flexible, creative and responsible.

Minimum Qualifications:

Bachelor's Degree or equivalent in music and liturgy. Proficient in at least one performance area (e.g., keyboard, choral, voice). Active member of a Roman Catholic parish faith community. Possess a thorough understanding of the musical, liturgical and pastoral judgments that must be made in selecting music for liturgy.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle, and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

Please send resume and cover letter to parishcoordinator@stmarymtangel to apply.