

Corpus Christi Watershed is a 501(c)3 public charity. **Our organization does not endorse (or denigrate) any specific job offer.** We merely pass them along to those who might be interested.

St. Michael the Archangel Catholic Parish **750 Bright Road** **Findlay, OH 45840**

Director of Sacred Music Position Opening Immediately

Saint Michael the Archangel Catholic Parish in Findlay, Ohio, seeks qualified candidates to apply for the position of Director of Sacred Music.

Saint Michael Parish consists of approximately 3,000 families and has a parish school of over 400 students in Pre-K through 8th grade.

The successful candidate must be capable of leading a music program from the heart of the Church, drawing upon the best of traditional and contemporary styles.

The ability to work well with and lead volunteers and professionals is required. Familiarity with both the current Missal of Paul VI and the Missal of John XXIII is important, with the former taking precedence. It is understood that some on-the-job familiarization may take place for the Missal of John XXIII.

A Bachelor's Degree in Music (or equivalent) is required, as is an understanding of and appreciation for the Church's guiding documents on Sacred Music.

The successful applicant will be highly skilled in both organ and piano performance and will be capable of leading the congregation as a cantor when required. Choral and Schola conducting is also an important part of this position.

Compensation is commensurate with the workload, in the context of a pleasant Midwest community and supportive staff and parish environment.

To inquire, please email your resume to snickerson@findlaystmichael.org or call the Pastor or Chief of Staff at **419-422-2646**.

[Posted March 1, 2023]

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Director of Sacred Music

Job Description

Saint Michael the Archangel Catholic Parish
Findlay, Ohio

Title: Director of Sacred Music
Status: Exempt Salary
Supervisor: Pastor (with dotted-line report to the Chief of Staff)

General Scope

The Director of Sacred Music at Saint Michael Parish is a professional musician who has a thorough understanding of and love for the Roman Catholic Liturgy, including an understanding of both the current Roman Missal and the Missal of Pope John XXIII (1962). The Director reports to and cooperates with the Pastor, sharing and supporting his vision for Sacred Music. The Director also collaborates and works closely with the Parochial Vicar, Pastoral Associate (who coordinates the Sacred Liturgies within the parish), other parish staff members, appropriate committees, and musicians, vocalists, and volunteers to prepare liturgical music according to the mind of the Church as found in her tradition and her instructional documents.

Primary Responsibilities

1. The Director serves as the primary musician for the parish. This includes weekend, weekday, holy day, school, and special liturgies and devotions.
 - The Director personally plays at least two Sunday observation liturgies per week, as well as the majority of Holy Days of Obligation services, and four weekday liturgies.
 - The Director personally plays or directs the music at all Triduum services, the Easter Vigil, Ash Wednesday Masses, First Holy Communion Masses, and parish penance services, including First Reconciliation.
2. The Director conducts and/or oversees all choirs and ensembles.
 - Current choirs and ensembles include:
 - the Archangel Choir (the primary choir for Sundays and Solemn Feasts)
 - the Children's Choir
 - the Handbell Choir
 - the *Schola Cantorum*
 - various ensembles (Lessons and Carols, Tenebrae, Night of Worship, etc.)
 - Special Christmas and Easter choirs
 - Orchestra (Christmas/Easter/special occasions)
3. The Director recruits, trains, coordinates, and schedules parish musicians and cantors.
4. The Director selects and prepares well in advance appropriate liturgical music for Sundays, Holy Days, and weekdays.
5. He or she works with school staff in the preparation and celebration of school liturgies.
6. The Director prepares wedding and funeral liturgies and recruits the accompanist and/or cantor for these services.

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7. He or she purchases, organizes, and preserves all musical materials, and assists the pastor in selecting the parish hymnal.

8. The Director is responsible for the care of all parish instruments (e.g., organs, pianos, etc.).

9. The Director obtains and manages musical copyright licenses.

Other Responsibilities and Information:

1. The Director attends and participates in parish staff meetings.

2. He or she maintains and helps update the sound systems and sound boards.

3. He or she provides support for diocesan celebrations occurring at Saint Michael the Archangel Parish.

4. Additional outside compensation is available if the Director accompanies and/or cantors at funeral and wedding liturgies.

5. Other duties required as assigned.

Requirements

The Applicant must:

- be an active, practicing Catholic in good standing with the Church;
- have a Bachelor's Degree in Music or equivalent;
- have experience in performing and directing music in Catholic liturgical settings, including both the current Roman Missal and the Roman Missal of Pope Saint John XXIII (1962);
- be a skilled keyboardist and have a high degree of proficiency in pipe organ, piano, and voice;
- be skilled in choral, chant, and instrumental conducting;
- have the ability to work appropriately and congenially with adults, teens, and children;
- be organized and attentive to details;
- be dependable, responsible, and self-motivated;
- be flexible in work hours, including evenings, weekends, and holidays;
- successfully complete VIRTUS child/vulnerable adult protection training, as per diocesan regulations;
- successfully pass required BCI/FBI background checks prior to employment and every five years thereafter; and
- be capable of commuting and ministering in two church locations that are eight minutes apart by car (and one of which has a choir loft accessible only by stairs).

[March, 2023]