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FULL TIME Director of Music for the Cathedral of St. John the Evangelist and Music Coordinator for the Diocese • Cathedral of St. John the Evangelist

The Cathedral of St. John the Evangelist is both the Mother Church of the Diocese of Cleveland and a vibrant parish community in the heart of the city. For more information on the Cathedral of St. John the Evangelist, please visit <https://saintjohncathedral.com/>

The Catholic Diocese of Cleveland was founded on April 23, 1847. It is the twenty-third largest diocese in the United States. The Most Reverend Edward C. Malesic was installed as the 12th Bishop of Cleveland on September 14, 2020. The diocese encompasses the counties of Cuyahoga, Summit, Lorain, Lake, Geauga, Medina, Wayne and Ashland. There are more than 670,000 Catholics in the Diocese, and Catholic Charities- Diocese of Cleveland is one of the largest diocesan systems of social services in the world. There are 185 parishes, 107 Catholic schools, 1 pastoral center and 1 mission office within the diocese. Members of the diocesan staff support the Bishop in ministering to the people of God by working together to provide vision, leadership and service to continue the mission of Jesus to transform the world. As a community, they are committed to live by the values of faith, dignity, stewardship and justice.

For more information on the Diocese of Cleveland, please visit <https://www.dioceseofcleveland.org/>

Under the direction of the Rector, Cathedral of St. John, the Director of Music provides music for the celebration of the Church's Rites. In addition, this role serves to coordinate all music for Diocesan celebrations, accomplishes administrative responsibilities related to liturgy and music for the Office of Worship, and provides consultation to Diocesan parishes regarding liturgical music. The anticipated time allocation for this full-time role is approximately seventy percent dedicated to the Cathedral and 30 percent dedicated to Office of Worship.

Responsibilities- Director of Music for the Cathedral of St. John the Evangelist

Plan and provide music for all Cathedral liturgical celebrations: Sunday masses, weekday masses, weddings, funerals, and holy days.
Plan and provide music for all Diocesan liturgies held at the Cathedral and other sites.
Supervise associate organists and musicians.
Oversee the cantor program, instrumental program, and choral program.
Plan music for all liturgical celebrations.
Prepare and distribute seasonal music selections to musicians and clergy.
Administrate the required copyrighted music reporting.
Oversee the creation and production of all worship bulletins, pamphlets, and leaflets.
Attend and participate in Cathedral staff monthly meetings
Oversee the maintenance of the 1948 Holtkamp organ, pianos, hand bells, and auxiliary equipment.
Prepare yearly Cathedral music budget for review and approval.
Oversee accurate and timely pay reports for cantors, choristers, and vendors.
Provide liturgical music consultations for wedding couples and for families of the deceased.
Oversee the Cathedral concert series of 3 to 6 concerts each year; provide advertising and promotional materials, arrange for lodging and meals for out of town ensembles, monitor prepared budget, report quarterly concert music selections to ASCAP.com.
Attend to daily correspondence in a timely manner.
Responsibilities- Music Coordinator for the Office for Worship

Provide comprehensive assistance to pastors and parish leaders searching for directors for music, choirs, and liturgies. Will include maintaining job descriptions, pay scales, and qualifications.
Oversee the liturgical music library to include subscription services, choral lending library, hymnal library, and education material and documentation on liturgical music.
Oversee the organization, recruitment and performance of the Diocesan Choir for all major diocesan liturgies.
Participate in national projects and conventions on liturgical music as assigned by the Director of the Office of Worship.
Maintain a data base of parish music directors, organists, choir directors, and ensemble directors.
Create and send a weekly email to Diocesan parish music directors with information on liturgical music issues and parish music events.
Attend and participate in office staff meetings, Diocesan Liturgical Commission meetings, and Bishop's ad hoc planning committees as scheduled.
Oversee and typeset congregation reprints for worship aids. Proof programs and worship aids prior to publication and distribution.
Maintain and administer copyright compliance.
Gather, update, and disseminate wage and salary guidelines for music ministers.
Provide consultation to parishes on wedding and funeral music; organ selection, purchase, restoration, and repair; hymnal and worship aids, copyright and reprint policies, placement of music ministers, liturgical music directives, and music locator services.
Respond in timely manner to all requests for assistance.
Oversee the liturgical music provided at the TV Mass and all annual diocesan celebrations.
Provide continuing education experiences for parish music ministers.
Maintain required professional affiliations and attend conventions and meetings as directed.
Qualifications

Evidence of a strong and visible commitment to the values, mission, ministry, and evangelization commission of the Catholic Church. Must be a practicing Catholic in full communion with the Church with demonstrated knowledge of the Catholic Church, and Catholic teachings and traditions. Ability to commit to speech and behaviors that demonstrate a commitment to serving the Lord with gladness.
Master's degree in music. A combination of bachelor's degree and relevant experience may be considered.
A minimum of three (3) years professional experience in liturgical music leadership.
Demonstrated outstanding skills playing the organ, piano, and other instruments.
Academic training in the Liturgy of the Roman Rite.
Ability to successfully collaborate with all leaders and staff of the Cathedral, the Office of Worship, and a variety of Diocesan departments.
Skilled in directing musicians and choristers.
Self-motivated to productively accomplish responsibilities without daily oversight. Must be well-organized, thoughtful, forward-thinking with strong attention to best practices in music ministry and worship.
Outstanding communications skills to write and speak effectively to create a reputation for excellence.
Dedication to researching and maintaining current documents leading worship and music in the Catholic Church.
Successful experience in building productive relationships with leadership, colleagues, and people seeking support and consultations.
Ability to respond in a thorough and professional manner and successfully accomplish all duties.
Reliable transportation for occasional travel to various locations throughout the diocese.
FOR CONSIDERATION: Please submit cover letter, resume, and completed Diocese of Cleveland Employment Application to jnemeth@dioceseofcleveland.org. In the subject line please enter "Director of Music and Music Coordinator: Candidate Application Materials." Position will remain open until filled. Formal review process of all complete submitted materials to identify candidates for interview will begin on January 31, 2023.