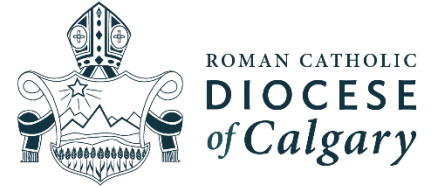


CAREER OPPORTUNITY *for*

Music Director (Casual)

St. James, Calgary



OVERVIEW

The Parish Music Director is responsible for planning and coordinating a comprehensive music program in the parish. The program will typically include more than one choir/musical group, supervision and training of a number of musicians and cantors performing at various liturgies and a number of specially designed musical performances during the liturgical year. The Parish Music Director is also involved in musical performance at liturgies and serves as a professional music resource to the Pastor and staff.

RESPONSIBILITIES

- Lead, accompany and organize four choirs to take turns for weekend Masses Saturday at 5:00. pm and Sundays at 10:00 am; or act as soloist/pianist at one of these Masses
- Playing the organ/piano for the Saturday Mass at 5:00pm and the Sunday Mass at 10:00am.
- Directing the choir/cantors for both Masses.
- Preparing the Liturgy for weekend Masses.
- Preparing music for violinists and flutists.
- Confidently lead the congregation in the singing of psalms, hymns and mass responses.
- Encourage and coordinate parishioners to participate in the music ministry.
- Preparing Liturgy for Feast Days i.e. Holy Week, Christmas, Pentecost.
- Preparing music for special parish events.
- Holding choir rehearsals once per week.
- Training the cantors in psalmody, diction, vocal production and in leading the congregation
- Engaging musicians for Feast Day Celebrations.
- Arranging for the maintenance of church instruments and sound system with office staff.
- Purchasing of music as required for liturgy.
- Formation of the choir and congregation through liturgical and musical education. The choir is educated at choir rehearsals.
- Creation of congregation programs for major feasts and celebrations i.e., Christmas, Easter, etc.
- Ensure compliance with all copyright laws and licensing.
- Ensure compliance with approved Catholic music.
- Maintaining a relationship with the Diocese to keep up to date with current practices and policies.
- Managing the music budget.
- Facilitate couples/families with music selection and/or selection of musicians for weddings and funerals.
- Providing liturgical music at Weddings and Funerals is beyond the scope of your employment with the Parish. Should you be engaged by the families/couples to perform at their functions, you may do so through your own music business at reasonable rates in keeping with parish standards and keeping in mind that in so doing, you are still seen to be representing the Parish and are expected to abide by the Model Code of Conduct and be

compliant with all Parish/Diocesan policies including security of the parish facilities and compliance with Safe Environment policies and standards.

- Ensure compliance with all Parish/Diocesan policies and protocols including Safe Environment requirements.
- Other duties as assigned.

QUALIFICATIONS

- Post-secondary education or advanced training in music an asset.
- 3-5 years of experience in music ministry role would be beneficial.
- Musically literate.
- Ability to choose music based on the themes found in the weekly lectionary readings.
- Ability to lead and encourage volunteers to participate in music leadership.
- Background in Roman Catholic liturgical planning.
- Instrumental skills an asset.
- Demonstrated organizational and communication skills - oral, written and electronic.

HOURS OF WORK

Assigned hours would include Saturday afternoons, Sunday mornings, and choir rehearsals. Flexibility is required due to the nature of the role.

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Signed Agreement to Model Code of Conduct

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until *a suitable candidate is found*. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.