



CHURCH OF THE SACRED HEART

4087 West Broadway Avenue North | Robbinsdale, MN 55422

- Job title:** Director of Sacred Music / Organist and Choirmaster
The position is full-time, twelve-months with benefits and paid vacation.
- FLSA:** Exempt (Creative Professional)
- Reports:** The Musician reports to the Pastor, recruits, trains and directs an SATB Adult Choir, SSA Women's Choir, Children's Choir and/or Youth Choir, A Men's Schola and/or Women's Schola, cantors, and a Handbell ensemble.
- Liturgical Schedule:** Provides music for the 5:00 Vigil Mass, the 8:00 and 10:00 am Sunday Masses, and the 11:30 Extraordinary Form Latin Mass (low mass with hymns or sung Mass), Holy Days of Obligation, Ash Wednesday, the Sacred Triduum, occasional services such as Penance Services, Vespers, Stations of the Cross, etc. The Organist has right of first refusal for Weddings and Funerals. The stipend for weddings and funerals is separate from the Musician's salary. Mondays or Fridays—days off.
- Calendar:** The Musician schedules the various ensembles for parish liturgies in collaboration with the Pastor. The music ensembles provide music on weekends during the school year, from September through Trinity Sunday or Corpus Christi Sunday. Rehearsals take place during the summer as needed.
- Mission Statement:** (Job Purpose) The primary mission of the music program is to enhance the glory of God and the sanctification of the faithful. The Musician shall seek to furnish liturgies with Sacred Music that possesses holiness, beauty of form, and universality, in accordance with the liturgical laws of the Roman Rite, especially as found in the documents *Tra le Sollecitudini*, *Sacrosanctum Concilium*, and *Musicam Sacram* from the Holy See, and *Sing to the Lord: Music in Divine Worship*, from the USCCB, and other relevant diocesan norms. The Musician will seek to educate the faithful, when appropriate, on the role and nature of sacred music, liturgical music, and religious music.
- Hymnals:** The current hymnal in the pews is Ritual Song (GIA Publications), but the change of a hymnal is under discussion.
- Instruments:** Oversee upkeep, maintenance, and tuning of all instruments in the possession of the parish, including the three-manual, 43-stop Gould and Schultz organ, the Weber grand piano in the church, the three-octave set of Malmark handbells and chimes, and the upright pianos in the rehearsal spaces.
- The Space:** The Great, Swell and Pedal divisions of the organ are located behind the reredos at the front of the church, while the Positive and console are located above the choir chairs in a shallow transept. The organ functions

well as a unit, despite the separation. The acoustics of the space are generous, thanks to the stone walls. At the front of the nave is a set of collegiate-style choir stalls, with pews facing each other across the center aisle, allowing two choirs to sing at the same service when multiple choirs are desirable. These choir stalls are movable.

The Music Budget: The Musician develops the annual parish music budget with the Pastor and Parish Business Administrator and is accountable for the satisfactory maintenance of the parish music budget.

Transitions: The music program is in transition. The successful Musician will have the opportunity to build on the program as he or she sees fit, in collaboration with the Pastor. The congregation was accustomed to music of quality during the eighteen years of the previous Musician's tenure. At various times in the past, as many as three to five ensembles rehearsed on an irregular basis as the needs dictated. The position may be shared by two people, if desired.

Duties: The Organist shall prepare organ voluntaries from the broad and rich patrimony of classical organ repertoire. Occasional preludes and instrumental music may be played on the piano. Members of the congregation are invited to play voluntaries on their instruments.

Special Events: In consultation with the Pastor, the Musician may develop an annual Music Series, with other opportunities for Sacred Music, including concerts, and/or recitals suitable for the Church performed either by parishioners or outside ensembles, choirs or other groups.

Deportment: Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that can embarrass the Church or give rise to scandal. It is preferred that the Musician be an active participating Roman Catholic though exceptions will be considered.

All employees will be required to complete and maintain the Archdiocese of Saint Paul and Minneapolis Enhanced Essential Three, set forth by the Office of Ministerial Standards and Safe Environment as a condition of employment. (<http://safe-environment.archspm.org/essential-3/>)

The Musician will work as needed to meet responsibilities for all scheduled activities in a professional and responsible manner. This includes recognizing when situations require more effort, putting in more time when needed, and satisfying responsibilities in a timely manner, providing an example of punctuality and attendance.

Specific Responsibilities:

- Provide organ music for all sung Masses and services at Sacred Heart Catholic Church in both the Ordinary Form (Saturday Vigil, and two Sunday Masses) and Extraordinary Form (one Sunday Mass, either a low Mass with hymns, or a Sung Mass). Sacred Heart is primarily an English-speaking congregation.

- Recruit parishioners to give their time and talents for the music program whether as members of choirs, scholas, or ensembles, as cantors, and as instrumentalists.
- Train and conduct the mixed adult choir of volunteers, along with any paid outside choral singers and cantors.
- Train and conduct a children's choir (and if desirable, a youth choir) from the school to sing for school liturgies and occasionally for weekend Masses.
- Train and conduct an adult handbell choir.
- Teach cantors and choir members to chant the propers of the Mass whether from the Gregorian Repertoire or other sources in consultation with the Pastor.
- Select hymns, chants, propers, choral repertoire, and organ repertoire in accordance with the demands of the liturgical year, in consultation with the Pastor.
- Rehearse cantors as needed and provide hard and/or electronic copies of scores for the music they are to sing.
- Rehearse instrumentalists to accompany ensembles and provide instrumental music to adorn the Sacred Liturgy where appropriate.
- Rehearse chants with clergy as needed.
- Organize, catalog and maintain choral library and choir rehearsal room.

School Masses

- In consultation with the school music teacher, assist with any school Masses that fall on a Holy Day of Obligation or other significant liturgical days, including planning, preparation, and collaboration with the school music teacher under the direction of the Pastor.
- In consultation with the Pastor, assist with any school sacramental services, e.g., Penance.
- As needed, assist with parish and school musical events, such as the, school Christmas concert, the Spring Concert and Penance services.

Communication and Personnel

- Attend and participate in regular staff meetings.
- Meet regularly with the Pastor to discuss the execution of liturgies.
- Participate in Liturgy Committee Meetings.
- Maintain open communication with the Pastor, Business Administrator, Parish and School Staff, students, parishioners and benefactors, the Parish and Finance Councils and the Robbinsdale area community as it pertains to the parish.
- Serve as a liaison for the musical and liturgical education of the parish.
- Schedule cantors for all liturgies.
- Prepare written rehearsal and liturgical schedules for all ensembles.
- Write articles for newsletters and bulletins educating the faithful on the role of music in the liturgy, as well as articles providing context for the musical selections in both print and digital mediums.

- Maintain and update the portions of the website relevant to the music department.
- Assure the safety and welfare of all persons in the building under the Musician's direction. Always lock and control outside entry doors during rehearsals. Do not leave doors unlocked and unattended for any length of time. Always keep the Sacristy locked when unattended. With the exception of Masses, services or rehearsals, all visitors and guests to the Parish Music Department will check in at the main Reception Desk.

Miscellaneous:

- Take responsibility for copyright laws and licensure.
- Prepare weekly order of service/Worship Aid for Sunday Liturgies, Funerals, Weddings, and other occasional services complete with any translations necessary
- Prepare additional Worship Aids for all liturgies including, but not limited to: Christmas, Triduum, Holy Days of Obligation, penance services, First Communion Masses, Ash Wednesday, and Thanksgiving Day.
- Prepare payroll time sheets for outside musicians/instrumentalists in a timely fashion.
- Oversee and coordinate music for all weddings and funerals, for which a separate stipend will be paid. The stipend paid will be set in consultation with the pastor and business administrator according to diocesan standards in similar sized parishes.
- Consult with families regarding wedding and funeral liturgies, specifically with respect to musical matters.
- The Musician will investigate the usefulness of the choral training program *Voice for Life* provided by the Royal School of Church Music for use with Children and Youth (See: www.rscmamerica.org)
- The Children's and Youth Choirs rehearse at the end of the school day.
- Plan and prepare an annual summer daytime camp to train and promote the chorister training program.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by the staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities required of the position. Assigned responsibilities may change, as Sacred Heart's needs change.

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description may also change.

Signature _____ Date _____

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities of this job.

Signature _____ Date _____

Qualifications and Competences:

	Essential:	Desirable:
Education	Bachelor's degree	Graduate degree in a music-related subject
Musical Abilities	Thorough training in organ performance and service playing	Command of organ repertoire, representing the complete compositional spectrum of styles and periods
	Ability to follow the intricacies of the liturgy while playing and conducting	Skilled in the art of improvisation.
	Skilled in nuanced choral accompaniment from the organ, and piano when appropriate	
	Capable of conducting from the console	
	Trained in choral conducting	Considerable formation as a vocalist
	Thorough knowledge of the choral repertoire	Understanding of performance practices appropriate to style and period
	Command of diction in English and Latin	Command of diction in additional languages
	Ability to read and execute the notation of Gregorian Chant	Proficiency and experience with Anglican Chant psalmody
	Effective and efficient choral rehearsal technique	Proficiency with composition and arranging
Specialty Knowledge	Thorough understanding of the Roman Missal, Breviary, and other liturgical books	Familiarity with ceremonial manuals of the Roman Rite by such authors as Adrian Fortescue and Peter Elliot
	Familiarity and knowledge with Ecclesiastical legislation on Sacred Music	
	Intimate familiarity with the Church Liturgical Calendar in both forms of the Roman Rite	
Additional Skills	Technical understanding of the operation of musical instruments, and ability to troubleshoot	Skilled in minor organ repairs, such as tuning reeds
	Proficiency with Microsoft Office, and other basic software	Proficiency with Sibelius, Finale, or other music engraving software
	Ability to work with children and adults	
Personal Qualities	Knowledge and respect of orthodox Catholic doctrine and practices	Devout practice of the faith and frequent reception of the sacraments
	Ability to work under pressure and respond appropriately	Ability to adapt well to last minute changes
	Commitment to maintaining harmonious morale in the workplace	

Mental Demands:

- Verbal, written, and presentation communication skills.
- Demonstrated ability to work well with others, including supervision.
- Skills in relating with the public, the media, the shareholders (parishioners), and difficult people, and in managing conflicting expectations.
- Confidentiality, integrity, and honesty.
- Ability to work under pressure with frequent interruptions.
- Coordinate and implement multiple concurrent tasks.
- Ability to plan and organize to meet deadlines.
- Always maintain a positive and helpful attitude, even during difficult times.
- Maintain healthy boundaries for professional effectiveness and personal well-being.

Physical Demands:

- Be able to work a varying work schedule with periodic long hours.