



St. Mary Parish is in search of a Music Director. Please see the following job description and email resume to Father Stephen Vrazel at [svrazel@stmarymobile.org](mailto:svrazel@stmarymobile.org). All applicants should also fill out the Archdiocesan Job Application to be submitted with resume.

<https://mobarch.org/docu.../2020/11/AOMApplicationForm-1.pdf>

#### Music Director Job Description.

I. Primary Objective - enrich the worship of St. Mary's Parish with worthy sacred music, enabling parishioners and students to participate through listening and singing

#### II. Major Areas of Responsibility

1. Participates in the planning and preparation of liturgical celebrations
2. Selects music for all liturgies and prepares musical accompaniment
3. Creates programs for special liturgies
4. Obtains, prepares, and maintains equipment and music for liturgies
5. Supervises, trains, and schedules cantors (paid and volunteer)
6. Directs the choir and leads weekly rehearsals
7. Organizes other volunteer musicians and vocalists
8. Coordinates with outside instrumentalists or vocalists for special occasions (e.g. brass ensemble at Christmas)
9. Assures the ongoing expansion of the parish music repertoire, both for musicians and congregation
10. Directs the children's choir(s)
11. Serves as the usual organist/accompanist for funeral and wedding liturgies. Assists families, couples in selecting appropriate music.
12. Maintains own professional competence through regular music practice
13. Attends staff meetings
14. Prepares annual budget for area of responsibility and administers the expenditures of approved items.
15. Performs other duties and assumes other responsibilities as mutually agreed upon with supervisor

#### III. Education, Training, Experience

1. Degree in music and/or music education: Bachelor's degree required, masters degree preferred
2. Competencies: organist, conducting, vocal performance required; composition/arranging preferred
3. Training/experience in Gregorian chant is preferred, particularly in a monastic setting
4. Thorough understanding of Roman Catholic liturgical theology and praxis
5. A knowledge of the history and repertoire of sacred music
6. Must be able to recruit, train, and motivate volunteers and staff.
7. Must be able to communicate appropriately with grieving families for funeral liturgies and couples preparing for their wedding
8. Basic computer skills. Knowledge of design/layout software preferred.