

**Saint Patrick's Church
Victor, New York**

Director of Music

Job Description: The Director of Music is a non-exempt full-time position and an essential part of the liturgical life of Saint Patrick's Church. The Director of Music is directly accountable to the pastor. Duties and responsibilities can be summarized under the following categories.

Responsibilities

The Director of Music is responsible for providing liturgical music at all the Sunday and Holy Day Masses as well as additional liturgies celebrated throughout the year, such as Holy Days of Obligation, Advent Lessons and Carols, Triduum Morning Prayer, and assists at parish events like Vacation Bible School. The Director of Music is also responsible for providing music for all funerals and weddings.

Organist and Pianist

Currently, we use the piano as accompaniment at majority of the Sunday liturgies but we are promoting an increase usage of the organ at Sunday liturgies. Funeral Masses use the organ for accompaniment.

Choir Director

The parish currently has the following choral ensembles: (i) an adult mixed choir, (ii) a teen choir for the Sunday afternoon Mass, (iii) children's choir, and (iv) a three-member adult choir that supports the children's choir. We have members of the adult mixed choir who sing at Funeral Masses.

Cantors and Instrumentalists

We have a few cantors and instrumentalists in the parish with whom the Director of Music works with. They too provide assistance at the Sunday liturgies. The Director of Music trains and schedules cantors and instrumentalists, and may serve as a cantor at Sunday liturgies.

Administrative

Assists in preparing and monitoring the budget for sacred music ministry.
Oversees and maintains the choir music library.
Attend staff meetings as scheduled.
Participates as member of the Parish Liturgy Committee.

Qualifications

Knowledge of Roman Catholic Liturgy and the musical heritage of the church.
Proficiency as pianist, and as organist and acquaintance with organ literature.
Proficiency as a choral director for adults and children, and acquaintance with choral literature.
Ability to sing and direct Gregorian chant.
Ability to serve as a cantor.
Conformity with the personnel policies of the Roman Catholic Diocese of Rochester.

Compensation

Compensation, ranging from \$37,500 to \$40,000, is commensurate with the education and experience of the Director of Music, and in conformity with the salary guidelines of the Diocese of Rochester. A benefit package is available through the Diocese of Rochester. Effective start date is as soon as possible.

Please submit resume and list of references to, (electronic submissions are welcome) -
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