

St. Katharine Drexel Parish, Springfield, IL, is seeking a Director of Liturgical Music. Located in the heart of the historic Capitol, St. Katharine Drexel is a Parish of the Canons Regular of St. John Cantius and boasts a vibrant community with great potential for development of a liturgical music program. The Director would be working with the Canons in their mission of “Restoring the Sacred” through excellence in sacred music.

Position is a part-time, exempt position with possibility for benefits. The position requires a flexible schedule including night and weekend hours.

Essential Duties & Responsibilities

1. Collaborate with the Pastor and other members of the pastoral staff in formulating and implementing the parish music program for use in liturgies and celebrations.
2. Plans, coordinates and executes music within the liturgical celebrations of the parish. This includes playing as well as providing and scheduling music, cantors and musicians for all Sunday Masses, holydays, and major celebrations including weddings, funerals, etc.
3. Recruit, motivate, and train all parish ministers of music and seek to develop talent within the parish community.
4. Review and evaluate the overall quality of the music ministry program and make specific recommendations to the Pastor.
5. Provide liturgical formation, musical education, and practical preparation for all ministers of music. Hold regular rehearsals for cantors, choir and musicians.
6. Consult and collaborate with pastoral team members who are directly involved in various rites and sacramental celebrations, e.g. RCIA, First Penance, Eucharist and Confirmation.
7. Serve as a resource for parish concerns regarding music, help to educate staff, ministers of music, and the congregation to develop their understanding of the role of music in worship.
8. Update and maintain all necessary licenses and copyrights.
9. Stay informed of current developments in liturgy and in music, and direct music ministers to available training workshops and formational opportunities. Attends conferences and diocesan events as required.
10. Prepare and manage the budget for the parish music program in collaboration with the Parish Business Manager and Pastor.
11. Work to foster unity among all parish music ministers and ensembles
12. Maintain quality and productivity at the highest levels.
13. Attend and participate in monthly parish staff meetings.
14. Other related duties as assigned.

Required Education and/or Experience

Degree in Music or equivalent experience. Demonstrate competence with Catholic worship and liturgy.

Required Skills, Knowledge and Characteristics

Must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church. Must be a Catholic, in good standing, in full communion with the Catholic Church, and an active member of a Roman Catholic Parish.

Experience in oral and organ music performance as well as leading music for liturgical celebrations.

Excellence in Gregorian Chant, both in performance ability and in the ability to lead others.

Familiarity with the entire treasure of sacred music, new and old.

Strong oral and written communication skills. Exhibits a high degree of good listening and

comprehension. Able to meet deadlines. Dependable. Self-motivated and able to work with minimal

supervision. Computer literate with proficiency in Microsoft Office and appropriate software programs. Ability to use common notation software. Able to compose, transcribe and adapt musical pieces as needed. Excellent interpersonal skills. Commitment to continuous learning. Ability to adapt in an environment of constant change. Valid driver's license.

Working Environment

Must be able to lift 30 lbs. Position is a part-time, exempt position. The position requires a flexible schedule including night and weekend hours.

Send resume and cover letter to Fr. Matthew Schuster, Music Director *ad interim*, at mschuster@cantius.org

General inquiries may be sent prior to application
This position remains open until it is filled.