

## **St. Margaret Mary Director of Music**

### **Job Abstract**

St. Margaret Mary Parish in Naperville, IL is seeking a Director of Music. We are an inclusive, welcoming and vibrant Roman Catholic Faith community with a history of excellent liturgies. Candidates should be Catholic or have a good understanding of Catholic liturgical practices and demonstrate the ability to use a variety of musical genres. The Director will function as a member of a pastoral team and be responsible for nurturing the prayer life of the community through music at our weekend liturgies, holy days and special liturgies, funerals, and weddings. The Director must demonstrate expertise as an organist and pianist on our Martin Ott organ, and our Yamaha piano. The successful candidate should have experience in choral conducting, and vocal skills. This position is full-time, benefited 40-hours per week.

### **Responsibilities:**

- Organizes, coordinates, recruits for personnel, and rehearses music with cantors/scholas/choirs for all liturgical celebrations except those covered by the Contemporary Choir.
- Establishes musical opportunities for the youth in the parish
- Works with wedding couples to provide guidance and music for weddings
- Works with the funeral coordinator to provide music for funerals
- Works in collaboration with the Contemporary Choir director
- Creates and develops additional prayerful musical experiences for the parish, such as Taizé and Lessons and Carols, as time and resources permit
- Provides music for special celebrations, such as the Triduum, reconciliation services, and the parish mission
- Reports to the Pastor

### **Administrative Duties:**

- Interacts with various parish groups and:
  - Attends weekly staff meetings
  - Attends monthly liturgy planning meetings
  - Attends ad-hoc liturgy planning meetings
  - Attends monthly Worship Commission meetings
- Oversee the maintenance of parish musical instruments
- Prepares and administers a music budget
- Assists the Religious Education Ministry and other parish groups in providing music and accompanists, as needed, for liturgical and non-liturgical events

**Qualifications:**

- Inspires and attracts new talent
- Receives inspiration from being in ministry and from liturgical music
- Is proficient in piano and organ performance
- Reads music and understands multi-part composition
- Has experience in coordinating and directing music/choral groups
- Reflects an openness to various musical styles
- Exhibits flexibility, responsibility, and empathy
- Possesses excellent communication skills
- Works well with volunteers: singers and musicians of varying abilities
- Works well with members of other ministries and commissions
- Understands liturgical music
- Understands Catholic values and teaching

Reply to [Musicsearch@SMMP.COM](mailto:Musicsearch@SMMP.COM)