

St Philip Benizi Catholic Church

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Position: Music Director

Opening Date: September 1, 2024

Closing Date: When Filled

Role Summary: Responsible for leading and coordinating music ministry to enhance the worship experience and sanctification of parishioners. Directs music for Sunday Masses (8 & 10:30am) and coordinates music for other liturgical events, such as weddings, funerals, and holy days. *Part-time, approx. 8hrs/week, Compensation and hours based on skill level and experience.*

Primary Responsibilities

- Schedule and attend rehearsals.
- Schedule accompanists/cantors and/or choirs.
- Prepare music prior to services on a weekly basis that reflects the liturgical calendar, seasons, and themes of the Catholic Church.
- Maintain personal music files, especially Mass settings and service music.
- Communicate and collaborate with the Pastor, instrumentalists, vocalists/choir members and other members of the parish on a regular basis.

Required Knowledge, Skills, and Abilities

- Possess an enthusiasm to teach the essentials of liturgical music to parishioners, as well as form and direct a choir.
- Experience with proven skills of music and management.
- Active Catholic or an understanding of Catholic liturgy preferred.
- Ability to encourage the participation of the congregation through voice and gestures.
- Ability to attend key rehearsals prior to major events, such as Christmas & Holy Week.
- Strong verbal & written communication skills, proactive collaboration.

Physical Demands

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motions of the hands/wrists. Lift and move items up to 15 pounds.

Please send resume and cover letter to Fr. Peter Okola at pokola@archdpdx.org or bring it to the office to apply.