

Job Description
Assistant Director of Music
Saint Michael the Archangel Parish
750 Bright Road
Findlay, Ohio

Title: **Assistant Director of Music**
Status: Exempt Salary
Supervisor: Director of Liturgy and Music

General Scope of Duties

- The Assistant Director of Music collaborates with the Director of Music and Liturgy, Parish Leadership Team, committees, and other musicians and vocalists to prepare liturgies and music that leads the parish “to that fully conscious, and active participation in liturgical celebrations which is demanded by the very nature of the liturgy” (*Sacrosanctum Concilium #14*).

Responsibilities –

- Serve as an organist/pianist for weekend, weekday, holyday, school, and special liturgies and devotions (shared with other staff members)
- Staff Accompanist
 - Archangel Choir
 - Funerals
 - Weddings
 - RCIA Rituals
 - PSR, School Choirs, Musicals and Ensembles as needed
- Conduct and develop ensembles (Shared with Director of Music and Liturgy)
 - Current Choirs/Ensembles
 - Archangel Choir (Primary Sunday Choir)
 - Folk Group
 - Refuge Band (Contemporary Ensemble for Bi-Weekly 6:00 Masses with Refuge High School Youth Group)
 - Funeral Choir
 - Children’s Choir
 - Handbell Choir
 - Men’s Ensemble (currently on hiatus)
 - Christmas and Holy Week Choirs
 - Orchestra (Christmas/Easter/Special Occasions)
- Recruit and form musicians and choir members, and provide opportunities for continuing education.
- Work with school staff in the preparation and celebration of school liturgies
- Participate in preparation of and accompany wedding and funeral liturgies on an as needed basis
- Assist with the preparation and administration of music and liturgy budget
- Manage musical copyright licenses with regular reporting
- Purchase and preserve musical/liturgical materials
- Continue the development of our existing music library
- Serve as the Music Ministry Librarian for all ensembles, as needed
- Aid in design and production of worship aids for various liturgies
- Provide support for diocesan celebrations occurring at Saint Michael the Archangel Parish

Instruments

- Rodgers Trillium Hybrid Organ 2003
- Baldwin 7ft Grand
- Yamaha 5'3" Baby Grand

Hymnals

- Gather
- Spirit and Song

Requirements

- Active, practicing Catholic
- Bachelor's degree in music (strongly preferred)
- Experience in performing and directing music in Catholic liturgical settings
- Demonstrated proficiency in both organ and piano, with the ability to sing while playing
- Skilled in choral and instrumental conducting
- Ability to work appropriately with adults, teens, and children
- Familiarity with norms related to Catholic liturgy and sacred music
- Organization and attention to details
- Dependable, responsible, self-motivated, and creative
- Flexibility in work hours, including evening, weekends, and holidays
- Successfully complete VIRTUS child/vulnerable adult protection training
- Successfully pass required BCI/FBI background checks prior to employment and every five years
- Commuting and ministering in two church locations that are eight minutes apart by car (and one of which has a choir loft accessible only by stairs)
- Experience with technical aspects of sound systems and sound boards is a plus!

Salary and Benefits

- Competitive salary based on education and experience
- Full-time salary based on a 40 hour work week. Wages are distributed twice a month.
- Additional stipends for Weddings (\$150) and Funerals (\$75)
- Full Healthcare and Pension Benefits
- Paid vacation
- Paid sick days

Candidates may submit a letter of interest, resume and references to rneal@findlaystmichael.org or by mail to: Ryan C. Neal, Director of Music and Liturgy, St. Michael the Archangel Parish, 750 Bright Road, Findlay, Ohio 45840.