

**DIRECTOR OF MUSIC JOB DESCRIPTION
ST. PETER CATHOLIC CHURCH
SPOKANE, WASHINGTON**

Summary of Position

The Director of Music is a part-time position (15-20 hours/week) and is supervised by the Pastor of St. Peter Catholic Church. The music director is responsible for St. Peter's music program, including the Mass choirs and cantors. The music director reviews all liturgical music hymn and chant selections, procedures, and budgets for the music program in cooperation with the Pastor.

Principal Duties

- Promotes the development of authentic liturgical music at St. Peter
- Directs the Mass choirs
- Prepares and rehearses cantors for parish liturgies
- Plans and reviews the liturgical repertoire
- Coordinates the hiring and payment of other musicians as needed for parish liturgies
- Performs administrative office work
- Arranges music as needed and fulfills duties of the parish choir librarian
- Oversees the maintenance of the areas used by the choir and instruments, including making appointments for piano tuning as well as general care and maintenance of sound equipment
- Coordinates liturgical music other sacramental celebrations outside of the Sunday Masses
- Prepares the annual budget for the music program
- Participates in monthly parish staff meetings as well as periodic reviews with the Pastor
- Other duties as assigned

Minimum Qualifications, Knowledge, Skills, and Abilities

- Bachelor's Degree in music
- Excellent choir directing skills
- Excellent skills in communication, collaboration, organization and supervision
- Ability to establish and maintain effective working relationships
- Pastoral experience in liturgical music
- Familiarity with Catholic Church documents on sacred music
- Availability to carry out responsibilities in the evenings and on weekends

Preferred Qualifications, Skills, and Abilities

- Practicing Catholic registered in his/her parish
- Master's Degree in music or equivalent professional experience
- Membership in professional organizations

Compensation

- Salary and benefits DOE
- Weddings and funerals compensated separately
- Professional development opportunities, vacation, sick leave pre-established

Application Deadline: October 20, 2017

To apply, please submit a letter of intent and a resume to:

Mary Lee, St. Peter Office Manager, at stpeter@dioceseofspokane.org.