



# Proto-Cathedral of St. Peter

216 Broadway, Jefferson City, MO 65101

Phone: (573) 636-8159 • Fax: (573) 634-6079 • [www.saintpeterjc.org](http://www.saintpeterjc.org)

## Director of Sacred Music & Organist

### Position Description

The Director of Sacred Music (Director) invites the faithful to write their stories deep within the context of the greatest story, God's desire to find and save His people. To do this awesome work, the Director must first incarnate the core values of St. Peter personally, and apply them to a faithful, beautiful, compelling, and personal celebration of the Church's liturgy. The Director holds as sacred the power of the Paschal Mystery and the unifying and sanctifying graces uniquely present in the sacraments and liturgy. The Director personally ministers to St. Peter musicians by inviting them to, and forming them in, a Catholic Sacred Music Tradition that seeks to open dimensions of reality of Truth, Beauty, and Goodness to all who encounter it.

The Director upholds the teachings of the Catholic Church both in word and by manner of life. Professional music training and experience in leading Church liturgy and music is required. The Director must desire and be able to celebrate the Liturgy according to the norms of the Church as established in *Tra le Sollecitudini* (1903), *Sacrosanctum Concilium* (1963), and *Musicam Sacram* (1967), *Sing to the Lord* (USCCB, 2007), and *The General Instruction of the Roman Missal* (2010).

St. Peter Parish desires its music to draw out the sacred texts of the liturgy, with pride of place given to the distinctive elements of the Catholic Tradition: namely chant, organ, choir, and congregational voices. The Director must be a strong collaborator, trustworthy, and able to articulate in a compelling way the mission of St. Peter Parish.

## **Qualifications:**

- College degree in Catholic Theology, Liturgy, Music, or closely related field with equivalent experience in sacred music.
- Working knowledge and understanding of *Sacrosanctum Concilium* as well as the more recent documents of Liturgy and Liturgical Music from the Holy See and the USCCB.
- 3-5 years parish liturgical experience preferred.
- Successfully complete standard Diocesan background check and Virtus Training.

## **Leadership and Vision:**

- Serves on the *Divine Worship and Spiritual Development* Committee.
- Sets a strong course for Sacred Music with the Parish Pastor, with advisory assistance from the *Divine Worship and Spiritual Development* Committee.
- Articulates the vision to the congregation, musicians, and outside benefactors and friends of the Parish.
- Helps establish/lead an Organ Restoration/Rebuild project to remedy ageing deficiencies in the Parish Organ.

## **Liturgical Music**

- Administers a multi-faceted music program including planning, budgeting, scheduling, and communicating in a timely fashion with volunteer and professional musicians of the parish.
- Provides and oversees music and musicians for all Sunday Masses, Holy Days of Obligation, and other major celebrations including Vespers, First Eucharist, Parish Penance Services, etc.
- Supplies simple music for the 12:03pm Mass on all days categorized as “Feast” or “Solemnity”.
- Serves as Principal Organist and Director of Choirs and Choral Activities.
- Assists the Pastor in his Office of Liturgy for the Parish by selecting hymns, ordinaries, and propers as necessary to be submitted to the Pastor for approval.
- Promotes opportunities and recruits those gifted musical persons needed for St. Peter to have a beautiful and compelling Liturgy.
- Develops specific choirs, ensembles, and cantors for weekend liturgies. Plans and conducts rehearsals for all groups.
- Composes and arranges music as necessary for Sacred Liturgies.
- Maintains choir library and liturgical/musical resources as needed.
- Researches, develops, and establishes a children’s choir.
- Upon request, collaborates with the School Music Teacher regarding school liturgies and music. Serves as a resource to the school music teacher upon request.
- Prepares worship aids, as necessary, for parish liturgies (including Triduum and other large Liturgies).

- Collaborates with Pastor and other members of the Parish staff, integrating his/her own area of responsibility with the overall parish mission.
- Assists family members with sacramental liturgical needs (i.e. Funerals and Weddings)
- Serves as an active member of the parish staff and attends all staff meetings.

### **Seminars, Events, Collaboration, and Teaching:**

- Starts a small group study/seminar to run during the program year on matters of Sacred Music and Liturgy.
- Composes a column for the bulletin on all matters of Sacred Music and Liturgy, to be included after approval by the Pastor.
- Provides concerts (or organizes other musicians for the same) and continues the Vesper Recital series at St. Peter that assists in advancing the mission of St. Peter and the Sacred Music program with the downtown Jefferson City Community.
- Continues the Sunday Vespers program to take place during Advent, Lent, and on Pentecost.
- Increases collaboration with Helias Catholic High School, St. Joseph Cathedral, and other parishes in the area as appropriate for Liturgies, music camps and seminars, etc.
- Other duties as assigned by Pastor.

### **Extras:**

- Funerals and Weddings for Additional Compensation as requested by the family and as available.

### **Employment Benefits:**

- Salary Commensurate with Experience.
- Raise considered annually.
- Competitive Diocesan Benefit package includes Health, Dental, Vision, Vacation, and Matching 403b retirement plan.

Reports to: Msgr. Robert A. Kurwicki, V.G., Pastor

Classification: Employee (Exempt)

Department: Sacred Liturgy and Music

Office: St. Peter Rectory, Main Floor

Physical Demands: Standard Office

Reasonable work and travel expenses reimbursed.

Interested parties should send a cover letter, CV, and three references to:

Beverly McCracken (Business Manager)  
bmccracken@saintpeterjc.org