

Job Description

Title: Director of Music and Organist for St. James the Greater Catholic Church, Oklahoma City, OK

Reports to: Pastor

Overview: St. James the Greater seeks a Director of Music responsible for the oversight and execution of liturgical and musical activities in the parish, a growing community of close to four thousand families. St. James celebrates seven weekend Masses- four English and three Spanish. Located in South Oklahoma City, St. James is in the epicenter of the city's Spanish-speaking community. In addition to providing music at the English Masses, the Director rehearses and schedules the parish choir, recruits and trains cantors, and serves as a resource into liturgical matters to the staff.

Responsibilities:

1. Serve as organist/pianist at four weekend English Masses, holy day liturgies, and weekly school Masses. Occasionally, engage with and aid Spanish choirs with their preparation and practice, and introduce organ to Spanish liturgies.
2. Plan, rehearse weekly, schedule, and direct the parish choir.
3. Recruit paid singers from the surrounding area as cantors and choir section leaders.
4. Train and schedule the cantors to sing at parish liturgies.
5. Work with the school music teacher to schedule the children's choir at occasional liturgies and holy days.
6. Plan hymns and music, in coordination with the school music teacher, for weekly school Masses.
7. Oversee the selection of liturgical music for choir and assembly on Sundays and holy days.
8. Hire, rehearse, and arrange music for instruments and ensembles for appropriate holy days.
9. Aid in the planning of music and scheduling of cantors for funeral Masses (Remuneration for funerals is in addition to salary).
10. Assist engaged couples in the planning of music and scheduling of cantors for wedding Masses (Remuneration for weddings is in addition to salary).
11. Create and distribute worship aids for liturgies, when needed.
12. Oversee maintenance of musical instruments. St. James owns a Moller/Walker 100-stop pipe/digital organ, installed August 2021, and a 6' Boston grand piano.
13. Schedule, plan, and present seasonal liturgical events, such as: Lessons and Carols, hymn festivals, Vespers and Benediction services, etc.
14. Document and submit hours for paid singers and instrumentalists for payroll, and maintain a budget for all liturgy department expenses.

15. Maintain and grow and musical library of choral and instrumental works of various styles and genres.
16. Attend and participate in staff meetings.

Professional Development:

1. Practice to maintain and improve skills in the performance of organ, voice, and rehearsing technique.
2. Research and practice new music.
3. Keep current with official Church statements on liturgy, and modern trends in Catholic music and liturgy.
4. Travel and participate in musical and liturgical conferences.

Qualifications:

1. Bachelor's degree or working towards a degree in Organ Performance, Liturgy, Choral Directing, Sacred Music, or related field.
2. Related; a competency in organ and piano performance.
3. Desire to form relationships with parishioners, staff members, and those involved in volunteer music ministry.
4. Desire to grow in understanding of liturgy and liturgical music, and the history and repertoire of sacred music.
5. Preferred: Two years experience as director of music for a parish in a liturgical tradition. Those with other levels of experience will be considered.

Physical Requirements:

1. The ability to sit and stand for long periods of time.
2. Must be able to reach, grasp, feel, and see up close and from afar.
3. Must be able to communicate verbally and in written form.
4. Must be able to ascend and descend stairs on to the choir loft.
5. Must be able to drive to work without assistance.
6. Must be able to lift and move materials and equipment for carrying out position duties.

In determining the appropriate salary for the Director of Music, the candidate's level of education, playing abilities, competency in liturgy/music and experience will be taken into consideration. If a full-time position is agreed upon, it will include benefits. Archdiocesan Safe Environment certification, including a background check, is required.

To apply or inquire, contact Fr. Bill Pruett, Pastor, at pastor@stjamesokc.com or 405-636-6800. Please submit a cover letter, resume, and three references. Information about the church and the instrument can be found at stjames-catholic.org.