

Primary Job Duties and Responsibilities

- Provide musical leadership for 4 weekend masses as well as holy days, special masses, and other liturgical celebrations
- Weekly choir rehearsal for adult volunteer choir with paid quartet
- Schedule and preparation of cantors for all Masses and liturgical celebrations
- Preparation of worship aids for all liturgies
- Member of parish liturgy committee
- Prepare and oversee music budget for the parish in cooperation with the parish finance council
- Maintain parish music library
- Arrange for additional singers and instrumentalists for special liturgies including music selection, musical arrangement, and rehearsal
- Arrange for substitutes when absent (vacations, professional development, etc.)
- Consultation for funerals and weddings (at additional stipend)
- Liaison with performing groups that use MHR as a concert venue

Requirements

- Proficient in organ, choral and vocal skills; ability to integrate instrumentalists
- Knowledge of music and liturgy in the Roman Catholic church, both contemporary and traditional repertoire
- Excellent communication, team building and administration skills
- Ability to recruit, develop and maintain volunteers
- Proficient in developing choral and vocal skills with volunteer and paid singers
- Basic computer skills
- Degree in music preferred

Interested candidates, please email resumes to Fr. Matt Link and Michael Poma at mhr-admin@mhr.org

