

Job Title: Director of Music
Agency: Visitation Catholic Church, Elmhurst, Illinois
Reports To: Pastor
Position: Full-time, Benefits
Salary: From \$70,000 annual, depending on experience/education

Position Summary

Visitation is a large suburban parish of the Diocese of Joliet located about 15 miles from downtown Chicago. Our ideal candidate is someone with experience and formation in Roman Catholic music and liturgy. The candidate must have experience as a parish music director, experience in choral direction, and experience leading a parish community in song in a way that enhances Visitation's liturgical life.

We are seeking a music director who approaches this ministry free from ideology and is motivated principally by a sincere love for Jesus Christ and the Church's priceless tradition of sacred music. They will be comfortable preparing traditional music, such as hymns and chant - including in Latin - and can discern and implement the beautiful aspects of more contemporary sacred music.

The role of Director of Music is considered a ministry position and will therefore require collaboration with Visitation's pastoral and business staff. The Director of Music will report to the Pastor and work in close and regular collaboration with the other priests.

Experience, Education and Lifestyle

The Director of Music must:

- Be a practicing Catholic who is in good standing with the Catholic Church.
- Must support the mission, philosophy and policies of the Catholic Church and the Diocese of Joliet.
- Display a mature discipleship and comfortably give witness to their own faith journey. There should be evidence that music ministry is an aspect and an expression of personal faith.
- Demonstrate knowledge of and love of Roman Catholic liturgy, the role of music within the liturgy, familiarity with liturgical documents and resources including the Roman Missal and the lectionary.
- Possess a bachelor's or master's degree in music, liturgy or a related field.
- Demonstrate proficiency in organ and piano, including leading a congregation in hymns, accompanying a choir and improvisation.
- Have a minimum of five years of work in parish music ministry, including at least three years in a leadership capacity.

Skills and Abilities

- Must possess strong oral and written communication skills.
- Must demonstrate leadership and administrative skills, including effective management of people with different backgrounds and opinions, and must be comfortable engaging in conflict resolution. The candidate must be able to make sound and reasonable decisions and implement them.
- Candidate must attend to his/her own personal, spiritual and professional development. They must work well individually and within a group, with the ability to manage multiple projects and priorities.
- Must have a sense of movement of the Liturgical Year and demonstrate the ability to plan music several months in advance while implementing the current liturgical season.

Scope of Position

The following is a snapshot of what will be required of the new Director of Music. This list is not exhaustive, and the Director of Music will be expected to complete other duties as assigned.

- Plan music for five weekend liturgies, all Holy Days, and Sacramental celebrations in collaboration with the Pastor, Parochial Vicar, Director of Religious Education, Director of Parish Life, and Visitation School principal.
- Recruit, train, and schedule volunteer cantors and members of the Adult and Children's Choirs.
- Direct the Adult Choir, including weekly rehearsals and one Sunday Mass.
- Direct the Children's Choir, including weekly rehearsals and one Sunday Mass per month and weekly school Mass.
- Maintain the parish's music library with the help of volunteers.
- Discuss budgets and music plans with the Director of Liturgy at least two months in advance of major feast days and celebrations.
- Attend monthly staff meetings and collaborate regularly with the other members of the staff.
- Write occasional informative bulletin articles.
- Make oneself present to plan music for and play at liturgies for various parish groups, including the Council of Catholic Women and Christ Renews His Parish.
- Assist families in planning music for funerals and play funeral Masses as agreed with the parish organist; work in coordination with the parish secretary, bereavement ministers, and clergy to plan funerals.
- Assist couples in planning music for weddings and play at weddings as agreed with the parish organist.
- Keep Virtus account in compliance at all times.
- Be responsible for proper and timely maintenance of parish organ and pianos.
- Obtain and maintain copyright licenses for printed and streamed music using OneLicense.
- Stay current on Catholic music periodicals, conventions, workshops, and retreats to further one's own personal and professional development.

Interested candidates should send a cover letter and resume to Visitation's Director of Finance, Ms. Leanne VanGronigen at leanne@visitationcc.org.