

Job Title: Director of Music
Parish: Holy Trinity Catholic Parish, Westmont, IL
Reports To: Pastor
Position: Full-time, Exempt, with Benefits

Position Overview

Holy Trinity Catholic Parish seeks a faith-filled, talented, and energetic Director of Music to lead, coordinate, and execute the sacred music program for the parish. The Director of Music works under the direction of the Pastor and collaborates with parish and school staff to ensure that all liturgical celebrations are enhanced by beautiful, reverent, and well-prepared music in keeping with the Roman Catholic tradition.

Responsibilities

Liturgical Music Planning & Leadership

- Plan, coordinate, and provide music for all parish liturgies, including:
 - Four weekend Masses (Saturday 4:00 p.m. Sunday 7:00am, 9:00am, 11:00 a.m.)
 - School Masses (Friday 8:15am weekly)
 - Holy Days of Obligation
 - Funerals and weddings
 - First Communion and Confirmations
 - Special liturgies during Advent and Lent
 - Stations of the Cross
 - St. Peregrine devotion (monthly)
 - Liturgical processions and other sacramental or special celebrations
- Lead congregational song and conduct choirs, ensembles, and instrumentalists.

Choir & Cantor Development

- Maintain and rehearse an adult choir and children's choir.
- Recruit, schedule, and rehearse cantors and other musicians.
- Foster a positive, faith-filled environment for volunteer ministers.

Administrative & Collaborative Duties

- Collaborate with the Pastor, Principal, Director of Religious Education, Youth Minister, and liturgy teams to select appropriate music for parish and school liturgies.
- Maintain and organize the parish's sacred music library.
- Coordinate maintenance, repair, and tuning of parish musical instruments.
- Collaborate with Facilities Maintenance on church sound system upkeep.
- Manage the music ministry budget in coordination with the Pastor.
- Ensure proper licensing and copyright permissions.
- Attend monthly staff meetings and maintain regular office hours.
- Assist the Pastor with special projects as needed.

Requirements

- Minimum **5 years of experience** in Catholic music ministry.
- Competency as:
 - Vocalist
 - Keyboardist (organ and piano)
 - Choral conductor
- Ability to lead congregational singing when needed.

- Knowledge of sacred music from a variety of Catholic traditions and styles.
- Proficiency in liturgical principles and the musical/liturgical/pastoral judgment needed for selecting appropriate liturgical music.
- Ability to direct adult, teen, and children's choirs.
- Availability for funerals and weddings.
- Proficient computer skills and competency in at least one publication program.
- Ability to maintain daytime office hours and attend staff meetings.
- Excellent communication and organizational skills.
- Must uphold the mission, philosophy, objectives, and policies of the Catholic Church and the Diocese of Joliet.

Education

- Bachelor's Degree in music, liturgy, or related field **required**.
- Master's Degree or the equivalent in music and/or liturgy **preferred**.

Salary

- Annual salary \$55,000+, commensurate with experience (negotiable).

Benefits

- We offer a competitive benefits package that includes:
 - Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) retirement plan, paid personal leave days, and paid holidays based on holiday schedule determined at local level.
 - Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

Compliance

- Must successfully pass a criminal background check.
- Must complete **VIRTUS** training and remain compliant with diocesan safe-environment requirements.

How to Apply

Please submit a Cover Letter and Resume to Rosy Jacob, Business Manager at rjacob@holytrinitywestmont.org