

# OLD ST. MARY PARISH



Served by THE ORATORY OF SAINT PHILIP NERI

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Very Rev. Jon-Paul Bevak, C.O., PASTOR



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Organization Name: Old Saint Mary's Church

Job Title: Director of Sacred Music

Contact Email: [jpbevak@oldstmarys.org](mailto:jpbevak@oldstmarys.org)

Salary Range: Commensurate with skill and experience

Job Description:

## SUMMARY OF POSITION

The Director of Sacred Music is a part-time position and is supervised by the pastor. The director is responsible for the overall execution of the parish's music program in line with applicable Church documents. The director produces all liturgical music programs, procedures, and budgets for the music program in cooperation with the pastor. The director plans and executes music for both the Traditional Latin Mass and the German Novus Ordo Mass, in addition to Sunday and major feast day Vespers services and other para-liturgical services throughout the year.

## PRINCIPAL DUTIES

- Promotes the development of authentic liturgical music at Old Saint Mary's using Gregorian chant, Renaissance and other polyphony, organ music, and hymnody
- Acts as principal organist for all Masses, Vespers, and other services (Latin and German Masses; Latin Vespers)
- Directs and supervises the parish's professional choir (Latin Mass)
- Plans and reviews the liturgical repertoire
- Auditions paid choir members and coordinates the hiring and payment of other musicians as needed
- Performs administrative office work, including several weekly worship aids and staff payroll
- Oversees the maintenance of the areas used by the choir and instruments, especially the pipe organ and choir room
- Coordinates liturgical music for weddings, funerals, and other sacramental celebrations (additional stipends are paid by the families for these services)
- Prepares the annual budget for the music program
- Attends regular staff meetings and department head meetings
- Participates in periodic review with the pastor and executes other duties as assigned

## QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- An active, practicing Catholic, living a moral life according to the tenets of Catholicism is preferred but all are welcome to apply
- Bachelor's degree in organ performance or equivalent professional experience
- Proficient organ performance
- Proficient singing and choral conducting skills
- Skills in administration, development of print materials, communication, collaboration, and supervision
- Ability to establish and maintain effective working relationships with musicians in the Cincinnati metro area
- Familiarity with Catholic Church documents on sacred music
- Availability to carry out responsibilities in the evenings, on weekends, and during holidays
- An exceptional reputation as a musician and individual

## COMPENSATION

- Commensurate with skill and experience
- Vacation, health benefits, sick leave pre-established per diocesan policy and hourly status

## TO APPLY OR FOR MORE INFORMATION

Please apply with a resume, cover letter (in which you should explain your personal vision of sacred music at a traditional Catholic parish), and some examples of streamed Masses or recordings and printed materials you have put together. These materials should be addressed to The Very Rev. Jon-Paul Bevak, C.O., and sent to [jpbevak@oldstmarys.org](mailto:jpbevak@oldstmarys.org).