



Director of Sacred Music

Job Title:	Director of Sacred Music
Location:	St. Philip Mt. Vernon
Reports To:	Fr. Ryan Hilderbrand
FLSA Status:	Part-time hourly, non-exempt
Last Revised:	May 17, 2022

Summary:

- St. Philip Church in Mt. Vernon, IN is seeking a part time Director of Sacred Music. The candidate is a person that has knowledge and/or willingness to learn the Roman Catholic liturgy and able to work a flexible schedule. The Director of Sacred Music works closely with the pastor, staff and volunteers to provide sacred music at Masses and other parish liturgies.

Essential Job Functions:

- Instruct and lead weekend and school Masses, sacramental Masses, (Confirmation First Communion), funerals, weddings (as needed) and other liturgies
- Conduct a choir
 - This will include weekly practice with additional practices for Holy Day Masses (Easter Week, Christmas)
- Work closely with the school to provide and instruct music for special Masses and events
- Available to assist the Youth Group with music for sacred events.
- Develop and print programs for special Masses
- Prep music files
- Maintain music library & order music as needed.
- Comply with copyright laws.
- Maintain music equipment

Required Skills:

- Experience in choir conducting
 - Proficiency in singing, teaching, and leading vocalists
 - Excellent keyboard skills
 - Strong organizational, planning and communication skills
 - Prior experience preferred
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Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs in particular as well as being a practicing Roman Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville. I have read and understand the requirements of this job. I am able to perform the essential functions of this job with or without accommodations. I understand the responsibilities and duties that I am to accomplish in this position.

To apply, please send resume to humanresources@evdio.org.