

Position Title	Supervisor	Classification
Director of Sacred Music and Liturgy	Pastor	Full-time/Exempt

Purpose of Position

The Director of Sacred Music and Liturgy leads the musical and liturgical life of the parish. Guided by the Roman Rite, the documents of the Second Vatican Council (specifically Sacrosanctum Concilium), and the General Instruction of the Roman Missal (GIRM), this position cultivates a culture of active participation in the Holy Sacrifice of the Mass. The Director fosters spiritual growth through authentic sacred music, oversees choir programs, and ensures all liturgical celebrations are executed with reverence, beauty, and liturgical fidelity.

Essential Duties, Responsibilities and Functions

Liturgical Leadership & Sacristy Operations

Role Training: Oversee preparation and ongoing training for all parish liturgical roles (e.g., Lectors, Extraordinary Ministers of Holy Communion, Altar Servers, Ushers/Greeters, and Cantors).

Volunteer Recruitment & Safety: Actively recruit and engage volunteers for liturgical roles. Ensure all volunteers complete required Diocesan Safe Environment training and background clearances.

Sacristy, Supplies & Care: Oversee the inventory and timely ordering of all liturgical supplies (e.g., altar bread, wine, candles, vestments, linens, and liturgical books).

Care & Cleaning of Liturgical Items: Oversee the proper care, cleaning, and maintenance of sacred vessels, vestments, altar linens, processional items, and other sacristy appointments according to liturgical norms.

Sacred Music Program

Parish Choirs & Cantors: Oversee the sacred music program for the parish by directing and collaborating with various parish choirs and ensembles, as well as scheduling and preparing cantors.

School Liturgies: Oversee sacred music for all School Masses, collaborating with school administration and faculty when necessary.

Children's Choir: Rehearse, direct, and maintain a vibrant children's choir to encourage youth participation in sacred music.

Copyright & Compliance: Ensure full legal compliance with music licensing and keep the parish up to date on copyright platforms (e.g., ONE LICENSE, CCLI).

Special Liturgies & Pastoral Celebrations

Sacramental & Major Events: Oversee the liturgical planning, preparation, and execution for funerals, weddings, Holy Days of Obligation, Triduum, and other major parish celebrations.

Family Consultations: Meet directly with engaged couples for weddings and grieving families for funerals to guide music and reading selections.

Administration, Operations & Budget

Staff Engagement: Regularly attend and participate in parish staff meetings.

Department Budget: Manage the liturgical and music department budget, including purchasing sheet music, supplies, and vestments.

Instrument Maintenance: Schedule regular tuning, maintenance, and repairs for all parish instruments (pipe organ, pianos, and sound systems).

Communications: Prepare bulletin announcements regarding liturgical schedules and music events.

Required Skills, Qualifications, Education and Abilities



- Practicing Catholic in full communion with the Catholic Church, committed to the teachings, mission, and liturgical traditions of the Church.
- Bachelor's degree in Music, Sacred Music, Liturgical Studies, or equivalent pastoral/professional experience.
- Demonstrated skill in organ/piano performance and choral conducting across various age groups.
- Comprehensive understanding of Catholic liturgy, sacred music guidelines, and Roman Rite liturgical documents.
- Willingness to work flexible hours, including weekend Masses, evening rehearsals, Holy Days, and major feast days (Christmas, Holy Week, Easter).
- Must be able to successfully pass a background check.

Physical Demands

- Regularly required to sit for extended periods of time to complete tasks

Benefits, Pay, Hours and Location

- Health Insurance
- Health Savings Account
- Dental Insurance
- Vision Insurance
- Life Insurance
- LTD, AD&D Insurance

Send Cover letter and resume to:
fr.dustin.collins@stmarysjc.org

- Pension
- 403(b) Savings Plan with 3% employer match
- Paid Time Off
- 35-hour work week

LOCATION: St. Mary's Catholic Church
2211 E. Lakeview Dr.
Johnson City, TN 37601

Acknowledgement

I have received, reviewed and understand the job description, including its duties and responsibilities.

Employee

Date

This job description is approved by:

Rev. Dustin Collins, Pastor

Date