

Job Title: Director of Music
Parish: St. James the Apostle Catholic Church, Glen Ellyn, IL
Reports to: Pastor
Position: Part-Time, Unbenefited, up to 29 hours per week

Position Summary

The Director of Music serves the worship of God by directing the sacred music of the Holy Mass and other liturgical celebrations at St. James the Apostle Catholic Church. Working with the Pastor, clergy, staff, cantors, choirs, and musicians, the Director of Music ensures that the music of the parish is beautiful, reverent, and fitting for Catholic liturgy. St. James the Apostle Catholic Church seeks to renew all things in Christ. We are committed to renewal and evangelization.

Primary Responsibilities

- Plan and provide organ accompaniment for all weekend Masses, including preludes, postludes, and congregational singing.
- Plan and provide organ accompaniment for all Grade School and Religious Education Masses, including preludes, postludes, and congregational singing.
- Select hymns, psalms, and choral music appropriate to the liturgical calendar and weekly Scripture readings.
- Ensure all music is properly licensed and copyright compliant.
- Oversee maintenance and tuning of the church organ.

Choir & Cantor Leadership

- Direct the Parish Choir and Children's Choir, including rehearsals focused on vocal technique, musicality, and liturgical understanding.
- Recruit, train, schedule, and provide feedback to cantors, and choir members.
- Conduct auditions as needed to maintain and strengthen the choirs.

Special Liturgies & Events

- Coordinate music and musicians for weddings, funerals, Stations of the Cross, and major celebrations (Advent, Christmas, Holy Week, Easter).
- Plan and lead additional music programs such as Lessons and Carols, joint retreats, or morning/evening prayer as requested.
- Hire and coordinate instrumentalists for special services and events; negotiate contracts when needed.

Administration & Resources

- Maintain the parish music library, schedules, and choir records.
- Prepare music schedules, bulletin inserts, and check requests.
- Manage the music ministry budget (music purchases, instrument maintenance, professional musician compensation).
- Attends all staff meetings and any liturgy planning meetings
- Ensure all music ministry members follow Protecting God's Children protocols.

Collaboration & Ministry

- Collaborate with the Pastor and parish staff on liturgical music and special celebrations.
- Foster a welcoming, prayerful environment within the music ministry.
- Perform additional duties as requested by the Pastor to support the parish mission.

Qualifications

- Experience in Catholic liturgical music and knowledge of the Roman Catholic liturgy.
- A college degree in music, music performance or a related field is preferred, but not required.
- Proficiency in organ, piano, and vocal music.
- Ability to lead choirs, cantors, and musicians effectively.
- Strong organizational, communication, and interpersonal skills.
- Ability to work collaboratively with clergy, staff, volunteers, and parishioners.
- Formal education or training in music, sacred music, or liturgical music preferred.
- Must be a practicing Catholic in good standing.
- Must support, know and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives and policies of the Diocese of Joliet.

Note: This job description is not intended to be all-inclusive. Other related duties may be assigned to meet the ongoing needs of the organization.

Spiritual Expectations

The Director of Music must uphold all the teachings of the Catholic Church and strive to live a life in continuity with them. The Director should understand music as a ministry of service and prayer, and is expected to demonstrate professionalism, reliability, and reverence for the Sacred Liturgy.

Salary & Benefits

Salary range for this position is \$30,000 - \$40,000, depending on experience and qualifications. Paid personal leave days.

To apply for this position, please send a cover letter and resume to Fr. Michael Groth at mgroth@stjamesge.org. Please reference Director of Music in the subject line of the email.