

St. Francis by the Sea Catholic Church

45 Beach City Road

Hilton Head, SC 29926

www.stfrancishhi.org

Director of Music Job Description

Terms: Full-Time Employee

Experience: 2-5 Years

Education: Undergraduate Degree

Base Pay: Salary

Send applications or inquiries to: c-rzec@stfrancishhi.org or 843-681-6350

- **Responsible for the oversight of the entire parish music program**
- **Working collaboratively, as a team, with the Pastor and the Parish staff**
- **Selecting music for all weekend liturgies, Holy Days, The Triduum, special feasts, Liturgy of the Hours, and other special services that occur throughout the year.**
- **Playing five Masses each weekend and being present to conduct at the “Choir Mass.” A prelude and postlude is required at most times of the year.**
- **Recruiting of cantors and directing a voice choir. Choir rehearsal is typically Thursday afternoons at 4:15 p.m. The choir sings at the 10:30 a.m. Sunday Mass each weekend.**
- **Overseeing Echoes of Heaven/Assistant Organist who are scheduled at least once per month at two Masses. Oversight is required to maintain consistency with other liturgies, particularly in the area of service music and new hymns that are being taught parishwide.**
- **Overseeing Hispanic Music Ministry and the School Music Department to ensure musical consistency is maintained at all liturgies.**
- **Expectations for all weddings and funerals at parish.**
- **Wedding couples must use the Church organist and typically a parish cantor for the service music. Other soloists and instrumentalists are through the approval of the Director of Music.**
- **Accompanying for All Souls Day Commemoration and Vespers during Advent and Lent.**
- **Oversite of the cantors for daily Mass. There are two liturgies a day. At this time, the cantor leads two hymns and chants the alleluia and verse. All the singing is done a cappella, so the presence of the director is not required.**
- **Hosting concerts, with the Pastor’s approval, of sacred and appropriate secular music for the parish.**
- **Require basic computer skills for organization and for the production of worship bulletins for special feasts such as Christmas, the Triduum, and seasonal Vespers.**
- **Preparing and managing music program budget.**
- **The use of purchase orders is required, even for items previously budgeted. All invoices received must be promptly turned in to finance for payment.**

Excellent benefit package and compensation included.