



**HOLY TRINITY CATHOLIC PARISH**  
1200 Alpine Church Rd. NW  
Comstock Park, MI 49321  
(616) 784-0677 | [HolyTrinityCP.org](https://HolyTrinityCP.org)

## JOB POSTING

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### **Music Director**

Holy Trinity Parish in Comstock Park is discerning who will serve as its next Director of Music. We seek a skilled pastoral musician to cultivate the gifts of our talented musicians while inspiring a prayerful, engaged congregation that sings well even while wearing masks. Parish instruments include a new Kawai baby grand piano, 3-rank Allen Renaissance organ, 3-octave set of Schulmerich handbells and assorted chimes.

The chosen applicant will work closely with the pastor to foster reverent, joyful worship that draws upon the Church's treasury of sacred music to unite parishioners of varied spiritualities around the altar of Jesus Christ. The director will serve as the principal musician for at least two of the three Lord's Day liturgies, at funerals and weddings, and be responsible for the parish's overall liturgical music program, including adult and children's choirs, hand bell choir and cantors.

The position could be full- or part-time depending on the needs of the applicant.

Located a mile from Alpine Avenue and perched among scenic orchards and rolling farmland, Holy Trinity is a unique parish where farmers, suburbanites and townspeople gather for the Eucharist in an architectural masterpiece. The parish is among the oldest in the diocese and will celebrate its 175<sup>th</sup> anniversary in 2023.

For the complete job descriptions, go to <https://holytrinitycp.org/opportunities/>.

### **To Apply:**

#### **SEND PDF THAT INCLUDES:**

1. Cover Letter; 2. Resume; 3. Work History; 4) References
2. Subject Line: Music Director Search
3. To: [FrChris@HolyTrinitycp.org](mailto:FrChris@HolyTrinitycp.org)

***The search is ongoing until the position is filled.***



## DIRECTOR of MUSIC

### ***Purpose of this Ministry:***

The Director of Music is a key professional on the parish staff who helps our parishioners pray and praise God through the sacraments. Thoroughly committed to Jesus Christ and his Church, the director is a skilled and competent musician who appreciates a variety of liturgical music styles. He or she calls forth the talents of our members through the effective formation, planning, coordinating and expression of music and other ministries within the liturgical life of the parish.

***Reports to:*** Pastor

***Supervises:*** Liturgical musicians and parish organist

***Collaborates with:*** Parish staff, musicians, Worship and Spiritual Life Committee

***Status:*** Part-Time, averaging about 20 hours per week. **Note: For those who seek full-time employment, the position will be expanded to include sacristan duties and overall management of the “back of the house.”**

### ***Essential Responsibilities and Tasks***

#### **WORSHIP & FORMATION**

*The Director of Music and Liturgy is servant-leader who:*

- 1) Discerns parish worship and prayer needs and oversees the provision of quality liturgical celebrations in collaboration with the pastor and worship & spiritual life committee.
- 2) Provides musical accompaniment and musicians for all Lord’s Day Masses, holy days and other major celebrations, including weddings, funerals, retreat days, etc.
- 3) Builds repertoire and encourages the “full, conscious and active participation” of the congregation at the various liturgies.
- 4) Plans, researches, and selects appropriate music for the liturgical seasons and holydays—respecting the repertoire and varied music tastes within the parish.
- 5) Invites, motivates, and provides rehearsals, formation and direction for all ministers of music, including cantors, choir members and instrumentalists.
- 6) Acts as a consultant to parishioners as they plan sacramental liturgies, such as weddings and funerals.
- 7) Reaches out to parish youth and children by offering opportunities for them to share their talents.
- 8) Collaborates with the leaders of the various liturgical ministries, i.e. altar servers, ushers, lectors, Extraordinary Ministers of Holy Communion; serving in a supportive capacity.
- 9) Keeps abreast of current developments in liturgy and music, and is faithful to the vision of liturgy expressed by Vatican II and the church’s documents on liturgy. (“Sing to the Lord,” General Instruction to the Roman Missal, etc.)

## **ADMINISTRATION**

*The Director of Music and Liturgy is a careful steward of God's resources who:*

- 1) Manages the parish worship budget in collaboration with the pastor and business manager.
- 2) Maintains parish musical instruments, church sound system and related equipment and sees to their tuning and proper care/service.
- 3) Oversees the order and maintenance of the music library.
- 4) Maintains current musician rosters and other records of individuals involved in music and liturgical ministries.
- 5) Implements diocesan and parish policies concerning music and liturgy.
- 6) Supervises the planning and distribution of schedules for the various musicians, choirs, ensembles and cantors.
- 7) Prepares worship aids.
- 8) Ensures that all copyright regulations are followed regarding music reprinting and livestreaming.
- 9) Other duties as assigned.

### **Qualifications:**

- Bachelor's Degree in Sacred Music or equivalent education and preferably three to five years experience in a parish setting.
- Excellent organ, keyboard and vocal skills.
- Comprehensive knowledge of Catholic music and liturgy.
- Catholic in good standing.
- Supervisory experience preferred.
- Experience with establishing and maintaining budgets.
- Appropriate certification and a clear criminal background check is required.
- Must be available for evening and weekend events.

### **Work Environment:**

- Highly flexible schedule, averaging approximately 20 hours per week depending on liturgical season. Maintains office hours as needed to accomplish the work as described herewith.

### **Skills and Abilities:**

*The employee must be able to:*

1. Demonstrate strong organizational skills, especially event planning and time management.
2. Recruit, motivate and engage volunteers.
3. Respect personal boundaries and maintain confidentiality about parish matters.
4. Use computers and Microsoft Office: Word, Excel, Microsoft Publisher, and music apps and platforms.
5. Work collaboratively with others to create an inclusive vision for this ministry; execute that vision as an internally motivated, creative leader.