

ST. CYRIL OF ALEXANDRIA PARISH

JOB DESCRIPTION

Job Title: Contemporary Choir Director (part-time)

Exemption Status: Non-exempt

Department/Location: St. Cyril of Alexandria Parish, Tucson, AZ

Primary Function: Under the direction of the Pastor and Parish Director of Music the Contemporary Choir Director is responsible for rehearsals and direction of the parish contemporary liturgical choir group.

Essential Duties and Responsibilities:

- Perform as a lay minister in support of the parish's spiritual and pastoral mission.
- Meet regularly with the pastor or parish director of music to develop the liturgical music program for the parish contemporary choir group for liturgical celebrations.
- Ensure that all liturgical musicians and choir members are well-versed in the liturgy of the Church and the propriety of their duties including an understanding of the rubrics of the Church
- Ensure that the liturgical music utilized is in accordance with the currently accepted practices of the Roman Catholic Church
- Meet regularly and maintain open communications with volunteer musicians and provide training as necessary
- Recruit and form musicians and choir members as necessary
- Perform other duties as assigned

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal education and office environment.

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding.

Basic Qualifications:

- Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; be in full communion with the Church
- Must have a working knowledge of the Liturgy of the Roman Catholic Church and traditions
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills
- Exercise courtesy to fellow employees, parishioners and the general public
- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required; weekend and overtime work may be required
- Proficiency in computer technology to include word-processing
- Professional bearing; clean and neat personal appearance
- Ability to successfully pass a background, criminal history, and credit history check

Education and Experience:

- Formalized training in choir and music
- A good singing voice and keyboard or guitar skills
- Experience in the preparation and celebration of liturgy of the Roman Catholic Church
- 1-2 years experience as a musician, choir member, or similar position

Other Skills:

- Prior experience as a choir director preferred
- Bachelor's Degree in Music preferred

To Apply:

Please download (<http://www.diocesetucson.org/DOTHREmploymentApplication.pdf>)

November 2008

Application for employment and submit the application with a cover letter to:

Ms. Colleen Werbylo
Director of Music
St. Cyril of Alexandria Parish
4725 E. Pima St.
Tucson, AZ 85712
520-795-1633 X103
cwerbylo@stciril.com