



Saint Nicholas Catholic Church
24252 El Toro Road, Laguna Woods, CA 92637
www.st-nicholaschurch.org
(949) 837-1090

POSITION TITLE: Parish Music Director / Accompanist (Adult and Children/Youth Choir)
JOB CLASSIFICATION: Exempt/ Full Time
DEPARTMENT: Liturgy/Music
REPORTS TO: Pastor
PAY RANGE: \$75,000 to \$90,000 (commensurate with experience)
Eligible for full range of employee benefits and bonuses

JOB SUMMARY:

The Parish Music Director is responsible for leading, developing, and implementing a comprehensive program of liturgical music for St. Nicholas Catholic Church. This role involves coordinating and overseeing all aspects of the Music Ministry, including recruiting, training, and accompanying music personnel while fostering an environment of collaboration with clergy, parish staff, and music ministry members. The Music Director ensures that all music supports and enhances the spiritual life of the parish in alignment with Roman Catholic tradition.

DUTIES AND RESPONSIBILITIES: Because all St. Nicholas Catholic Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

- Plan, coordinate, and provide music for:
 - All Sunday (including Vigil) Masses
 - Holy Days of Obligation
 - Special liturgies, including Christmas and Easter
- Serve as the primary piano/organ accompanist for all liturgies except the Sunday, 11:00 AM Mass, which has a dedicated choir and conductor.
 - Upon the retirement of the current conductor, the Music Director will assume conducting and accompanying responsibilities for the 11:00 AM Mass.
- In cooperation with bereavement and wedding coordinators, prepare music selections, assign a cantor and accompanist for funerals and weddings.
- Create weekly music schedules for cantors, accompanists, and other musicians including the Parish Choir.

- Lead weekly evening rehearsals with the Parish Choir.
 - Rehearse with soloists as needed
 - Schedule rehearsals with the parish office
- Organize and present at least two special concerts annually.
- Establish and develop a Children/Youth Choir.
- Oversee and provide leadership for the Chorale, Hispanic, Filipino, and Vietnamese Choirs, collaborating with their respective conductors to ensure musical excellence and liturgical unity.
- Select, purchase and maintain music, sound, and licensing resources. Be compliant with all music copyright laws and licenses related to music projected on screens and/or printed on worship aids and reproduction/copying of sheet music.
- Supervise the operation and maintenance of the organ, piano, instruments and sound equipment.
- Prepare and manage the annual Music Ministry budget.
- Prepare and submit payroll information for music personnel to Business Manager.
- Participate in parish staff meetings and liturgy planning sessions.
- Keep up to date with current developments in music and liturgy. Adhere to diocesan protocol and parish office procedures.
- Perform other duties as assigned.

MASSES:

- Serve (accompanist) or direct (the choir) at three Sunday Masses per weekend which would include the 4pm Saturday Vigil Mass, Sunday 7:30 a.m. Mass, and Sunday 9:00a.m. Mass with the Parish Choir.
- Serve at funerals and weddings (except on day off).
- Serve at the First Holy Communion and Confirmation Masses.
- Serve at Christmas Masses (Christmas Eve and Christmas Day) and Holy Thursday Mass, Good Friday Services, Easter Vigil Mass, and Easter Masses.
- Serve at special civil holiday Masses (i.e. Memorial and Labor Days and other special liturgies throughout the year).

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Music (Choral Conducting/ Voice Degree preferred).
- Proficient in both traditional and contemporary styles of liturgical music with strong knowledge of Catholic Liturgy.
- Proven solo performance and accompanying experience on piano and/or organ.
- Excellent management, organizational, and interpersonal skills.
- Strong oral, written, and public speaking skills.

PREFERRED:

- Practicing Roman Catholic in good standing with the Church, both in faith and action.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical/Working Conditions: Typical office environment, environment with background noise.

Equipment: Piano, organ, sound systems, basic computer equipment, telephone and copier, musician microphone, music stand.

Essential Physical Tasks: Communicate, move, sit, and remain stationary for periods of time, stand for periods of time, bend, stretch, twist and reach out, occasionally lift, carry, move materials as needed weighing up to 30 lbs. Good auditory skills, hand-eye coordination and repetitive motions. Ability to move about the church and office facilities.