

**St. Anselm Church**  
**100 Landham Road**  
**Sudbury, MA 01776**



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***Position Description***

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**TITLE: Director of Music – Part Time**

**DATE: 6/27/2022**

**REPORTS TO: Rector**

**JOB PURPOSE:** The Director of Music's primary responsibility is to plan and conduct music programs for the Church in support of religious services. He/she is to also function as an accompanist and ensure appropriate weekend coverage for masses.

There are two masses every weekend, a Saturday Vigil mass at 5:00 (4:00 November – March) and a Sunday morning mass at 11:00. In addition, there are services during Holy Week on Holy Thursday and Saturday and masses on Christmas Eve and Christmas morning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Business Functions

- Develop an annual budget in conjunction with the Finance Council for the Parish Music Program.
- Receive approval of the Rector for any expenses of the music program beyond the approved annual budget.
- Supervise maintenance of equipment, i.e., pianos, keyboards, organ and audio equipment and music library.

Music Program Development

- Consult the Liturgy Committee in determining the goals of the Church's overall music program.
- Provide music recommendations for religious services.
- Coordinate the music programs with the liturgical calendar and become knowledgeable with the Archdiocese of Boston guidelines for appropriate music during religious services.
- Keep informed on current music methods and materials, utilizing them where appropriate.
- Develop and grow existing adult choir.
- Establish regular rehearsals for the adult choir which are typically before the Sunday morning mass at which it sings.
- Identify new opportunities for community members to participate in the music ministry of the Parish.
- Work with the cantors to develop their skills and presentation.
- Attend monthly meetings of the parish Liturgy Committee.

Music Program Implementation

- Direct the planning and conducting of music programs within the Church.
- Coordinate the performance schedules of music groups and individuals within the Church.
- Expand and enhance the breadth and depth of the choir's range of music, using an ever-increasing number of genres of music employed for masses.
- Display the page numbers for the music on the designated board.
- Provide music for funeral and wedding services if your schedule permits.
- Coordinate coverage for all weekend masses at the parish which may include direct supervision of additional accompanists and musicians as well as cantors.

## **QUALIFICATIONS:**

- Piano required.
- Organ and/or guitar a plus.
- BA in music preferred but willing to work with a candidate who has a music minor or substantial private study.
- Choral directing experience or coursework a plus, as is choral singing experience.

## **GENERAL BACKGROUND AND INFORMATION**

The compensation for this position is \$500 per weekend plus \$500 for Holy Week Services and two Christmas Masses, as well as negotiated fees associated with weddings and funerals based upon availability. St. Anselm currently has a small adult choir and both volunteer and compensated accompanists and cantors. This position allows for one weekend paid time off per calendar quarter. This may not be taken on either Holy Week or Christmas Week.

## **APPLICATION PROCEDURES**

Please submit letter and resume to:

Caroline Llewellyn  
St. Anselm Church  
100 Landham Rd.  
Sudbury, MA. 01776  
[stanselm@verizon.net](mailto:stanselm@verizon.net)  
978-443-8981

*The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*