

**Director of Musical Worship
St Andrew's Roman Catholic Cathedral
Victoria, BC**

BACKGROUND:

St. Andrew's Roman Catholic Cathedral in Victoria, BC, has had a proud history of musical excellence under the leadership of many highly gifted and competent organists and choral directors. Our primary objective going forward is to continue this tradition by seeking a Director of Musical Worship who is committed to this legacy by building a music program to meet the needs of a diverse and growing congregation.

St. Andrew's Cathedral was dedicated in 1892 and is blessed to have a 1907 three-manual Casavant Frères Organ (two divisions operational) in the rear gallery and a Yamaha grand piano in the sanctuary. The acoustics in the Cathedral are considered to be some of the finest in Western Canada.

The Director of Musical Worship (DoMW) is responsible for the planning, coordination, and fulfillment of all liturgical music ministries at the Cathedral. The applicant will work collaboratively with the Rector and the Parish Council and would preferably be a member of the Roman Catholic community.

Interested candidates should submit a resume with the names and contact information of at least two references to standrewscathedral@gmail.com or by mail to St. Andrew's Cathedral 740 View Street, Victoria, BC V8W 1J8. Applications will be accepted until the position is filled. All applications will be treated in strictest confidence. Applications and enquiries should be directed to Father Dean Henderson, Rector.

POSITION DESCRIPTION:

Title: Director of Musical Worship (DoMW)

Reports to: the Rector

PRIMARY DUTIES AND RESPONSIBILITIES

- 1 Recruits and leads weekly rehearsals of two choirs and builds a music program which provides leadership and training in liturgical music, with consideration of the skills and abilities of the choirs.
- 2 Plans, coordinates and directs music for the liturgical year for four weekend masses (e.g. Christmas, Easter), as well as other special services (such as i.e. Chrism Mass, Divine Mercy Sunday prayer, Ecumenical service and Prayer in the Style of Taize), by encouraging congregational singing and full participation of the assembly in worship.

Currently the musical direction provided for the weekend masses is:

- Saturday 5 pm Mass, led by a Leader of Song, with piano accompaniment by the DoMW;
- Sunday 9 am Mass, led by a choir, with piano accompaniment by the DoMW;
- Sunday 11 am Mass, led by a choir, with organ accompaniment by the DoMW;
- Sunday 5 pm Mass, led by a Filipino ensemble, with piano accompaniment.

- 3 Explores new directions for the Cathedral's music program under the inspiration of the Holy Spirit.

ADMINISTRATIVE DUTIES

1. Prepares and manages an annual music budget;
2. Writes reports for Rector, as required;
3. Purchases all music, supplies, and equipment;
4. Manages the ongoing maintenance of all musical instruments;
5. Organizes and maintains a music library and music resources for the parish;
6. Manages contracts with instrumentalists for major liturgical events and ensures timely payment to musicians and singers in coordination with the office staff;
7. Prepares music resource booklets for different liturgical seasons/special feast days for the assembly in coordination with office staff;
8. Maintains accurate records and timely reporting for music copyright and licensing for livestream and in person masses;
9. Acts as a liaison, in coordination with the Rector and Office Manager, for visiting choirs or groups who wish to participate in parish liturgies or use the Cathedral for concerts.

INTERPERSONAL SKILLS

1. Demonstrates excellent interpersonal skills with people of all ages, including the ability to work collaboratively with priests and Cathedral staff;
2. Demonstrates good written and verbal communication skills;
3. Provides training to the choirs in weekly rehearsals in a professional manner;
4. Participates in weekly staff meetings;
5. Consults with parishioners in planning music for funerals, weddings and baptisms; and recruits musicians, as required.

MUSICAL AND LITURGICAL REQUIREMENTS

1. Demonstrated excellent proficiency on the organ and piano;
2. Educational requirements: an organ diploma from the Royal Canadian College of Organists (RCCO) or the American Guild of Organists (AGO); or diploma from a recognized Conservatory of Music and/or a Bachelor Degree in Music; an advanced degree is preferred;
3. Demonstrated experience in choral direction and choral conducting;
4. Experience instructing accompanists and cantors in liturgical music;
5. At least a minimum of five years' experience as a Catholic Church Musician and Catholic Worship Leader;
6. Knowledge of vocal pedagogy, and experience in motivating and encouraging singers of various proficiencies.

7. Strong knowledge and understanding of Catholic liturgy, theology and church music and how the music fits the liturgical requirements (i.e. General Instruction for the Roman Missal, CCCB Guidelines for Liturgical Music (2015), Vatican II documents and principles).
8. An understanding of the Lectionary, Liturgical year, Sacramentary and Sacramental Rites.
9. An understanding the place of various musical elements used in liturgy including litanies, acclamations, psalmody, and contemporary song form.

ADDITIONAL REQUIREMENTS

1. Offer of employment conditional on successfully passing a Police Records Check with Vulnerable Sector Check;
2. Diocese of Victoria (DOV) Responsible Ministry Policy;
3. Applicants will need to indicate their status in terms of being legally entitled to work in Canada. Basic information on obtaining permission to work in Canada will be provided on request, but potential candidates will need to seek their own legal advice, at their own expense.

COMPENSATION

It is estimated the Director of Musical Worship position requires an average time commitment of approximately 25 hours per week spread over the year.

The salary is commensurate with experience and in line with the Royal Canadian College of Organists (RCCO) Salary of Recommended Salaries ([The Royal Canadian College of Organists - Table of Recommended Salaries \(rcco.ca\)](http://rcco.ca)).

In addition to the above salary, services rendered outside the scope of this position description (ie. music at weddings, funerals, and private instruction) are and remain the purview of the DoMW, and as such, are to be remunerated separately and by the other respective parties. Regardless of whether an outside musician is brought in for the event, the DoMW shall be entitled to their fee.