Saint Stephen Catholic Church
451 Eucalyptus Drive | San Francisco, CA 94132-1547
T: 415-681-2444 | www.SaintStephenSF.org

JOB DESCRIPTION

Title:	**Cantor**
Classification:	Non-Exempt (Part-time)
Hours of Work:	Regularly 1.5 hours per week
Salary Range:	$31.23 to $66.67
Reports to:	Pastor

PRIMARY OBJECTIVE:
This position is the cantor for the Saturday evening Vigil Mass at Saint Stephen Parish. The cantor works with the organist/accompanist in leading the faithful in their full and active participation in the liturgy (e.g., Mass) through sacred music. As the cantor proclaims Scripture in the liturgy, the cantor must be a Catholic in good standing with the Roman Catholic Church.

MAJOR RESPONSIBILITIES
- Sing for Saturday evening Vigil Mass at St. Stephen Church (see current schedule below):
  - 4:30 PM Saturday Vigil Mass
- Offer input to organist in selecting music for parish liturgies
- Available to sing for other special parish liturgies as requested and arranged (e.g. Thanksgiving, First Communion, Baccalaureate, Funerals, Weddings, etc.)
- Developing and strengthening full congregational participation
- Understand the various sacred music styles and variety for the Catholic liturgy, and in collaboration with Pastor and organist, develop and implement music that builds up the worship of the Christian Community

ADDITIONAL RESPONSIBILITIES
- Keep music and keyboard areas, tidy and in order
- Arrange for substitute cantors, as needed
- Track and implement Archdiocesan guidelines for Sacred Music

EDUCATION AND EXPEREINCE
- Proficiency in solo and group singing
- A bachelor's degree or higher in music is preferred
- Knowledge and understanding of the Catholic Faith, Catholic Liturgy, and Catholic Sacred Music tradition, is required
- At least 2 years previous musical experience singing in Catholic liturgical settings

GENERAL QUALIFICATIONS
- Valid authorization to work in the United States
- Complete Safe Environment Training and Live Scan Background Check
- Practicing Catholic in good standing with the Roman Catholic Church
- Must be compatible with the vision and values of the Roman Catholic Church
- Presents oneself professionally and dresses appropriately for public liturgies and events
- Treats others with Christian care, concern, and respect
- Must be able to work collaboratively with Pastor, organist, adult parishioners, and children
- Good communication skills – oral & written

PHYSICAL REQUIREMENTS:
Ability to sit, walk, stand, kneel, and climb stairs, alternating as needed and sometimes for prolonged periods of time. Must be able to bend, pull, carry, and also each above shoulder level. Must be able to lift 25 lbs.

NOTICE OF NON-DISCRIMINATION
Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.

CONTACT

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Pastor
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415-681-2444