



St. Bernadette Catholic Church



Archdiocese
of Toronto

Employment Opportunity

DIRECTOR OF MUSIC

St. Bernadette Parish

21 Bayly St E Ajax, ON L1S 1P2

Part time (14-18 hours per week)

New Position

Target Hiring Salary: \$30 – \$32 per hour

Overview:

St. Bernadette Parish is seeking a part time talented, faith-filled Director of Music to oversee, coordinate, and develop the liturgical music ministry of our parish. Working at the direction of the Pastor, the successful candidate will provide musical leadership for our principal Sunday liturgies while fostering excellence in Sacred Music, encouraging active congregational participation, and developing the gifts of volunteer musicians and singers.

St. Bernadette Parish in Ajax is a large and vibrant Catholic parish in the Archdiocese of Toronto, serving over 7,000 registered families through six weekend Masses, with an active sacramental life, and a growing culture of evangelization and parish renewal.

Additional hours may be required during the major liturgical seasons of Advent, Christmas, Lent, Holy Week, and Easter.

Responsibilities:

- Collaborate with the Pastor in selecting seasonally and liturgically appropriate music for the 11:00 a.m. Sunday Mass and other principal parish liturgies, including Holy Week, Easter, Christmas, Pentecost, Confirmations, parish celebrations, and other solemn occasions.
- Provide musical leadership for all the Masses, respecting and developing volunteer choirs as well.
- Recruit, develop, mentor, and lead a vibrant series of volunteer parish choirs while encouraging confident congregational singing.
- Expand and enrich the parish's choral repertoire, balancing traditional sacred music with quality contemporary liturgical music appropriate to the Catholic liturgy.
- Prepare all choir music, rehearsal materials, and accompaniment for scheduled liturgies.
- Schedule, organize, and conduct regular choir rehearsals.
- Maintain an accurate roster and communication system for choir members and volunteer musicians.
- Recruit, prepare, and mentor cantors and instrumentalists as needed.
- Coordinate and direct instrumentalists for major liturgical celebrations.
- Work collaboratively with parish staff and ministry leaders in support of the parish's overall pastoral mission.
- Assist in fostering a culture of sacred music within the parish school community by supporting monthly school Masses.

- Oversee the care, maintenance, tuning, and repair of parish musical instruments, in consultation with the Pastor.
- Maintain and organize the parish music library and ensure all music licensing and copyright requirements are observed.
- Have first opportunity to provide music for weddings and funerals, for which separate remuneration is provided.
- Participate in parish staff meetings and planning sessions as required.
- Carry out other duties consistent with the role as assigned by the Pastor.

General Requirements:

- A practicing Catholic with a love for the Church's liturgy and sacred music.
- A thorough understanding of the Catholic liturgy and the Church's vision for sacred music.
- Musical training equivalent to at least Conservatory Grade 9 or 10 in organ (or equivalent proficiency), with strong keyboard skills.
- A university degree, diploma, or equivalent education in music.
- Previous experience leading parish music ministry and volunteer choirs.
- Demonstrated ability to encourage strong congregational singing while developing choral excellence.
- Familiarity with the Church's liturgical documents concerning music, including *Sacrosanctum Concilium*, *Musicam Sacram*, and the *General Instruction of the Roman Missal*.
- Experience working with volunteer musicians of varying abilities.
- Knowledge of a broad repertoire of Catholic liturgical music.
- Strong organizational, administrative, and communication skills.
- The ability to recruit, mentor, and inspire volunteers.
- A collaborative spirit, professional demeanor, and willingness to work as part of a parish leadership team.
- Respect for the mission, teachings, leadership, and pastoral priorities of the Roman Catholic Church
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Father Chris Lemieux** at pastor@stbernajax.com. Deadline for receipt of applications is **October 5, 2026**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.