



JOB DESCRIPTION

St. Juliana Falconieri Catholic Church

POSITION TITLE:	Bass-Baritone Cantor/Section Leader
JOB CLASSIFICATION:	Non-Exempt, Part-Time
DEPARTMENT/PROGRAM:	Music
REPORTS TO:	Director of Music – Todd Helm
SCHEDULE:	6 weekly hours (Saturday 5:00 pm, Sunday 7:30 am, 11 am, 5 pm) on a rotating schedule.
PAY RANGE:	\$35.00 - \$37.50/hour (3 hours per Mass which includes rehearsal/preparation). Based on experience, education and qualifications.

Summary:

St Juliana Parish in Fullerton is looking for a Bass-Baritone section Leader and Cantor.

Responsibilities: Because all St. Juliana Falconieri 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.

The position of Bass-Baritone Cantor/Section Leader consists of some or all of the following duties:

- Serve as choir section leader at 9:00 am Sunday Mass
- Attend choir rehearsal 30 minutes prior to and 30 minutes after 9:00 Mass
- Serve as cantor at one other weekend Mass
- Must be available for special celebrations, including
- Christmas Eve, Christmas Day, Ash Wednesday, Holy Thursday,
- Good Friday, Easter Vigil and Easter Sunday
- Mentor and guide volunteer singers as needed
- Performs other duties as assigned.

Qualifications:

- Trained and experienced soloist able to confidently sing in classical and contemporary styles
- Excellent sight-reading skills



- Ability to mentor and guide volunteer singers

Preferred:

- Church or non-profit experience
- Practicing Roman Catholic
- BA in Music or equivalent.
- Experience as a cantor in the Catholic Church

Work Conditions

- The position primarily involves work in an office setting within the parish premises, requiring frequent use of office equipment such as computers, telephones, printers, credit card swipe, postage machine, and filing systems.
- Evening and weekend work is required to accommodate parish programs and events.
- Must be available to adjust the schedule as needed to meet the needs of the parish community and ministry activities.
- Regular interaction with children, youth, adults, and volunteers in a professional and faith-based environment.
- Some local travel may be required for parish and diocesan meetings or events.

Physical Requirements

- Ability to remain seated for extended periods while performing administrative tasks.
- Frequent walking, standing, and moving around the parish campus to support programs and events.
- Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- Manual dexterity required for operating office equipment, creating materials, and managing paperwork.
- Visual and auditory ability to communicate effectively with staff, volunteers, and parishioners in person, via email, and by phone.
- Must be able to set up and dismantle chairs, tables, and other equipment needed for parish activities as required.