

Church of Saint Eleanor, Collegetown, PA

JOB DESCRIPTION

TITLE: Principal Organist

OVERVIEW:

*The Principal Organist is a professional who holds credentials and/or experience in music and is a person of faith who has a thorough understanding of the Roman Catholic liturgy. This person is responsible for effective and prayerful playing of organ music within the liturgical celebrations of Saint Eleanor Parish. He/She must be willing to share a vision of how the parish can develop our music ministries and worship so as to enhance the Sunday Worship Experience of all our parish family. This vision comes from the Parish Priests in collaboration with the Director of Sacred Music enlivened by the resources of the Amazing Parish organization. This is a **part time** position in a large, vibrant suburban parish. It includes flexible working hours that involves evenings, weekends, and special liturgies as necessary.*

SUPERVISION RECEIVED: Director of Sacred Music and Pastor
and/or Pastor's Delegate

RESPONSIBILITIES INCLUDE:

- Fosters personal and spiritual growth with Jesus Christ our Lord in the fulfillment of this role.
- Cooperates with the Director of Sacred Music as well as the parish priests in helping the parish family to worship the Lord fully and passionately as disciples.
- Prepares for and plays organ music at the following Weekend Masses ~ 4:30 pm Saturday Vigil, Sunday - 7:30, 10:30 am, 12 Noon throughout the year. In the summer months, playing for the 7 pm Mass on Sunday nights is requested for which a separate compensation is offered.
- Prepares for and plays organ music for the celebrations of First Penance, First Holy Communion and Confirmation, Forty Hours, Ash Wednesday, Easter Triduum, Stations of the Cross, Christmas, Holy Days, Masses for Healing, Mass with Anointing of the Sick, Memorial Day, July 4. This includes needed practices. Any other liturgical celebrations as needed.
- Enjoys the right of first request to play for parish weddings and funerals, which have a separate stipend.
- Receives from the Director of Sacred Music the selection of music and hymns to be played for the parish liturgies.
- In consultation with the Director of Sacred Music, plays and participates at rehearsals for the Adult & Children choir.
- Cooperates with the Director of Sacred Music in ensuring that copyright regulations are properly adhered to regarding music reprinting.
- Maintains a professional and good working relationship with the Director of Sacred Music, parish clergy, parish staff, Choirs, Cantors, other music groups, local church musicians and other community resources including Ursinus College and the Community Music School.
- Assists in the implementation of archdiocesan and parish policies concerning sacred music. This includes participation, *as available*, at regular opportunities for musicians to attend archdiocesan workshops on sacred music.

- Is willing and able to draw people consistently to joyful and responsible participation in the music ministry at Saint Eleanor.
- May assist as organist and/or singer at an annual parish Christmas concert as well as other concert opportunities that may be planned.
- Assists/cooperates in setting up chairs, music stands, microphones and other equipment as needed.
- Other Tasks as determined by the Pastor or Pastor's Delegate.

EDUCATIONAL / CLEARANCE REQUIREMENTS:

- Degree in organ performance or equivalent professional experience
- Accomplished organist with piano and good improvisational skills and some singing ability.
- Good working knowledge of the Church's teaching on sacred music as put forth in documents such as *Sacrosanctum Concilium*, *Musicae Sacrae*, *Tra le Sollecitudini*, *Sing to the Lord*, etc.
- Completion of Virtus and all Safe Environment Programs and up-to-date clearances as required by the Commonwealth of Pennsylvania and the Archdiocese of Philadelphia.
- Valid Driver's license.

EXPERIENCE AND SKILLS:

- Fully initiated, participating member of the Roman Catholic Church, on fire for Jesus Christ, committed to growing as His disciple and helping others to be disciples
- Possess a thorough knowledge of and commitment to the teachings, beliefs, and life of the Roman Catholic Church
- Able to work evenings and weekends, as needed
- Self-motivated; and ability to relate and work well with people of all ages in a team environment and as a team member
- Previous Parish work experience preferred

PAID VACATION TIME / SUBSTITUTE TIME

- There are two (2) weekends of vacation time and two (2) other Personal weekends included.

Interested candidates should send resume and salary requirements to Elizabeth Calabro at ecalabro@stleanor.com.

**Church of St. Eleanor
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