**St. Jude Parish, Chalfont PA**

**Job Description**

**TITLE:** Director of Sacred Music and Pianist/Keyboard

**OVERVIEW:**

Director of Sacred Music is a professional who holds credentials and/or experience in sacred music and is a person of faith who has a thorough understanding of the Roman Catholic liturgy. This person is responsible for overseeing and coordinating all liturgical music for the parish community. He/she must be able to teach/direct and inspire the adult choir (there is a children’s choir and teen choir, directed by a separate staff person). This person will also need to have excellent piano/keyboard skills. Good communication skills and a desire to collaborate with the clergy and parish leadership is a necessity. This is a

**Part-Time Position** in a large, vibrant suburban parish. It includes flexible working hours that involve evenings, weekends, weddings, funerals and special liturgies, as necessary. The person will report to the Moderator for Sacred Music.

**RESPONSIBILITIES INCLUDE:**

* Teaches, directs and inspires choir members.
* Shares a vision and collaborates with clergy and parish leadership team.
* Oversees and coordinates Children’s Choir, Teen Choir and Adult Choir, and serves as principal conductor for the Adult Choir.
* Chooses and prepares the music for all liturgical celebrations, except for children’s liturgies, in collaboration with Pastor. Keeps abreast of current developments in liturgy and sacred music. Assures copyright permission.
* Serves as the principle pianist/keyboardist for the parish; arranging for a qualified substitute for weekend or special liturgies.
* Teaches and provides practical preparation and rehearsals for Cantors for liturgies.
* Provides good communication with all involved in the parish music ministry.
* Attends and participates in the Parish Liturgy Committee scheduled meetings.
* Enjoys the right of first refusal to play for parish weddings and funerals, which has a separate compensation.
* 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.
* Recruiting and developing choir members.
* Is able to draw the congregation into joyful participation in the liturgical music at

parish Masses.

* Prepares and plays for:

-One or more weekend Masses, as needed (4:30 Saturday Vigil, Sunday – 8:00, 10:00 and 12:00) throughout the year.

-One or more Masses, as needed for Holy Days of Obligation (9:00, 4:30 and

7:00 PM on the Holy Day).

-Weddings and Funerals.

-Celebration of Confirmation and First Holy Communion.

-Combined choices for annual Christmas concert.

-Other liturgical celebrations, as needed.

**COMPENSATION AND BENEFITS:**

* Salary to be determined based upon education and experience.
* Two weekends of paid vacation and two additional personal weekends.

**APPLICATION INSTRUCTION:**

Interested candidates may submit inquiries and applications (consisting of a cover letter and resume, including at least three references (a priest, a professional musician and one other person) to:

Music Director Search Committee

St. Jude Catholic Church

321 W. Butler Ave.

Chalfont, PA 18914

215-822-0179 or *msgrfbeach@stjudechalfont.org*