

Saint Albert the Great Parish

212 Welsh Road

Huntingdon Valley, PA 19006

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pastor@stalbertthegreat.org

Director of Parish Music

Job Description:

The Director of Music is a professional who holds specialized credentials in music and who has a thorough understanding of Roman Catholic liturgy. This person of faith is responsible for the effective planning, coordination, and execution of music within the liturgical celebrations of the parish. The candidate will have a working vision of how a local Church will encourage active participation of the faithful at sacred liturgies and parish celebrations. This is a part-time exempt position which requires a flexible schedule, including night and weekend hours, and is benefits ineligible.

“...Every liturgical celebration...is a sacred action surpassing all others” (Constitution on the Sacred Liturgy, #7). “Among the many signs and symbols used by the Church to celebrate its faith, music is of preeminent importance...Music should assist the assembled believers to express and share the gift of faith that is within them, and strengthen their interior commitment of faith” (Music in Catholic Worship, #23).

Qualifications:

- Must be a Catholic, in good standing, in full communion with the Catholic Church, and an active member of a Roman Catholic Parish.
- Possess a Bachelor’s Degree in Music (or a related field) with a demonstrated knowledge of Catholic worship and liturgy.
- Should have a minimum of 3 years of experience in directing a parish-based music ministry program/liturgical choir, possess exemplary communication/interpersonal skills, and be minimally proficient in both organ and voice performance.
- Formal training and proficiency as an organist is required. To be considered an organist the following is required: a complete understanding of organ technique for both manuals and pedals; know how to register the organ; proficiency in hymn playing and Gregorian Chant; accompanying a cantor; improvisation skills; and, understanding how music and the organ can both lead and animate the congregation.
- Exhibit a comprehensive knowledge of the breadth of the repertoire of hymnody in the Roman Catholic Church as well as the relevant documents regarding liturgy and sacred music as promulgated by the Holy See, the United States Conference of Catholic Bishops, and the Archdiocese of Philadelphia.

Responsibilities:

- Report to and collaborate with the Pastor and other members of the pastoral staff in formulating and implementing the parish music program for use in liturgies and celebrations.
- Play, as well as provide and schedule music, cantors, and musicians for all Sunday Masses, holydays, and major celebrations including weddings, funerals, etc.
- Recruit, motivate, and train all parish ministers of music and seek to develop talent within the Saint Albert the Great Parish community.
- Review and evaluate overall quality of music ministry program and make specific recommendations to the Pastor.
- Provide liturgical formation, musical education, and practical preparation for all ministers of music. Hold regular rehearsals for cantors, choir, and musicians.
- Consult and collaborate with pastoral team members who are directly involved in various rites and sacramental celebrations, e.g., RCIA, First Eucharist, Penance, and Confirmation. Work in collaboration with the school's music teacher, as needed.
- Serve as a resource for parish concerns regarding music, help to educate staff, ministers of music, and the congregation to develop their understanding of the role of music in worship.
- Update and maintain all necessary licenses and copyrights.
- Stay informed of current developments in liturgy and in music, and direct music ministers to available training workshops and formational opportunities.
- Prepare and manage the budget for the parish music program in collaboration with the Parish Business Manager and Pastor.
- Work to foster unity among all parish music ministers and ensembles.

Additional Responsibilities:

- Attend and participate in monthly parish staff meetings.
- Work with the parish Safe Environment Coordinator to ensure the full compliance of ministers and volunteers in accordance with the Archdiocesan Safe Environment Policies.
- Provide a visible, accessible presence within the parish.
- Attend Archdiocesan Liturgy and Music Directors meetings.
- Demonstrate concern for parishioner input.
- Be self-sufficient in the use of computer and music software and technology, as needed.
- Performs all duties in accord with the Parish Mission Statement listed below.

Parish Mission Statement

Saint Albert the Great Parish is a Catholic Community united in our Lord Jesus Christ. As the Body of Christ, we are committed to building a vibrant parish family where the Word of God is proclaimed, studied, and integrated into daily living. Our worship, in Word and Sacrament, celebrates the presence of God in our midst. We witness the Gospel through our actions of care and concerns for those around us. We take the time to discuss the gifts and needs of our parish and develop lay leadership accordingly.