

HOLY MARTYRS CATHOLIC CHURCH
120 Allison Road
Oreland, Pennsylvania 19075
215-884-8574

I. IDENTIFYING INFORMATION

Name and Title: DIRECTOR OF SACRED MUSIC
Status: Part- Time
Reports to: Pastor

Contact: holy martyrs pastor@outlook.com holy martyrs secretary@gmail.com

II. PRIMARY FUNCTION

The Director of Sacred Music oversees the liturgical music program, integrating it with the mission of the parish. The director is responsible to the pastor and works collaboratively with the parish liturgical musicians.

III. MAJOR RESPONSIBILITIES

- A. Establishes goals and programs to form and enhance the parish's liturgical music program
- B. Coordinates the parish liturgical music program, including the preparation of Sunday Liturgies and those for the reception of Sacraments (Confirmation, First Communion, the Sacrament of Penance)
- C. Provides guidance and leadership to the parish cantors
- D. Directs and rehearses the cantors and choir, accompanies the choir and any instrumentalists for liturgical celebrations
- E. Recruits, coordinates and updates volunteer Cantors, singers and instrumentalists.
- F. Prepares the music plan for liturgical celebrations
- G. Assists in supervising the purchasing and upkeep of the parish liturgical music collection
- H. Serves as the principal organist at parish liturgies, funerals, weddings, and prayer services

J. Oversees the need for the maintenance and repair of the parish organ

K. Prepares the parish worship aids when needed

L. Follows and adheres to Church teachings with regard to sung liturgy as outlined in the liturgical documents

M. Takes advantage of educational and professional development as provided

*Reverend Jason V. Kulczynski, Pastor,
Holy Martyrs Catholic Church
120 Allison Road
Oreland, Pennsylvania 19075
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Celebrant, Traditional Latin Mass Community of Philadelphia: www.latinmassphila.org

Host of AIM HIGH on Radio Maria: <http://radiomaria.us/aimhigh/> www.radiomaria.us

U. S. National Director of the Universal Archconfraternity of St.

Philomena: www.philomenafamilyusa.com

*Faith, Joy, Optimism. But not the folly of closing your eyes to reality
-St. Josemaria Escriva*