

**Annunciation B.V.M.  
401 Brookline Blvd.  
Havertown, PA 19083  
610-446-1613**

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**Part-Time Director of Parish Music**

Annunciation of the Blessed Virgin Mary Catholic Church in Havertown, PA seeks a Director of Music Ministry (part-time) to begin in July 2022. The music director should be a skilled organist with competency as a choir director.

**Qualifications:**

1. Must be a Christian, preferably Catholic, living the teachings of Jesus Christ.
2. Proficiency as an organist and an understanding how music and the organ can both lead and animate the congregation.
3. Possess a bachelor's degree in Music with a demonstrated knowledge of Catholic worship and liturgy.

**Primary Responsibilities:**

1. Playing at the three main weekend Masses (Saturday Vigil 4:30 PM; Sunday 9 and 11 AM) as well as on Christmas, Holy Week, Easter, Feast Days, Confirmation, First Holy Communion, and other paraliturgical celebrations (e.g. 40 Hours)
2. Rehearsing with and conducting the small but dedicated parish choir, which currently rehearses on Thursday evenings from 7-8:30 PM from Sept.-May
3. Planning appropriate music for all parish liturgies
4. Recruiting and scheduling a roster of professional cantors
5. Responsibly managing the parish music budget
6. Playing parish funerals and weddings (additional compensation given)
7. Keep the church's music library in compliance with music copyright law.

The organ is a 2-manual electric Rodgers, and there is a keyboard in the choir loft for use as well. ABVM currently has the St. Michael Hymnal and utilizes the Ignatius Pew Missal. The Director of Music Ministry must possess a solid understanding of the Catholic Church's teachings and expectations regarding liturgical music. The selected candidate must pass all background checks and complete diocesan Safe Environment training before they begin work.

Interested applicants should submit a cover letter, resume, and two references to the parish administrator, Fr. Séan Loomis at [frsloomis@annunciationparish.com](mailto:frsloomis@annunciationparish.com) or in person at the parish office.