



St. John Neumann Church

560 Walton Avenue
Mount Laurel, NJ 08054
Phone: 856-235-1330
Website: www.sjnmrtl.org

St. John Neumann Parish is urgently seeking a Part-Time Director of Sacred Music.

General Description: The Director of Sacred Music at St. John Neumann Parish is responsible for planning, leading, and coordinating the musical elements of liturgies. This includes two weekend Masses; Holy Days; funerals, weddings, and occasional special celebrations. The Director of Sacred Music works under the direction of the Pastor, and collaboratively with staff members and volunteers, to foster prayerful, reverent and high-quality musical worship.

Qualifications:

- + Minimum of Bachelor of Arts in Music is preferred but not required
- + Ability to play the organ is required; additional ability to play the keyboard/piano is desirable
- + Proficiency in vocal training is preferred but not required
- + The ideal candidate is a highly organized and a self-starter with strong communication, interpersonal and leadership skills
- + The ideal candidate has a love for the Church's musical Tradition, shows reverence for and is open to learning about the Catholic Liturgy

Primary Responsibilities:

- + Recruiting, leading and conducting a parish choir and presiding over weekly choir rehearsal
- + Scheduling cantors and planning for outside help when needed
- + Meeting with the Pastor every 2 months to plan liturgical music
- + Coordinating with the Director of Religious Education to plan sacramental celebrations
- + Providing and/or organizing appropriate music for funerals and weddings
(Additional stipends are given for funerals and weddings)
- + Maintaining any necessary licensing for music and overseeing orders for musical supplies
- + Developing and growing the parish Music Ministry
- + Overseeing the musical equipment of the parish
- + Upon hiring, must comply with the Diocese of Trenton's Safe Environment training, background check and fingerprinting

Interested candidates should send a cover letter, resume and a minimum of THREE professional references to RESUME@SJNMTL.ORG