

St. Theresa of the Infant Jesus Roman Catholic Church in New Cumberland is seeking to fill the Director of Sacred Music position. This position is responsible for planning, coordinating and executing the music program as it relates to the celebration of parish liturgies for St. Theresa of the Infant Jesus Church. The Director of Sacred Music works closely with the pastor in liturgy, music and environment, and reports directly to the pastor.

RESPONSIBILITIES: **Responsible** for all music associated with worship. **Direct** the parish worship program, including the planning of liturgical seasons, sacramental celebrations and yearly calendar. **Serve** as organist, cantor, and/or choir director at Saturday, Sunday, Christmas, Easter, Holyday and sacramental liturgies (additional services as requested). Presently, the parish celebrates one Saturday vigil Mass and three Sunday morning Masses. **Provide** music at weddings and funerals (right of first refusal). **Meet** with families to develop music and order of liturgy arrangements for weddings. **Keep** abreast of developments in sacramental theology, the requirements of Canon Law, liturgical practices nationally and diocesan guidelines. **Schedule**, rehearse and evaluate parish choirs and liturgical instrumentalists. **Invite**, motivate and train parish musicians and cantors, and coordinate with other qualified musicians. **Remain** current on developments in the field of liturgical music in general and Roman Catholic liturgical music in particular. **Maintain** a music library and maintain music materials. **Oversee** and maintain parish instruments and sound system. **Ensure** and obtain all necessary copyright reprint licenses. **Prepare**, recommend and manage worship and music budget in collaboration with the pastor. **Attend** parish staff and related committee meetings. **Obtain** a substitute when on vacation or away. **Other** related duties as assigned.

POSITION ANALYSIS: This position requires a mature, professional, responsible, committed individual with excellent communication (oral and written), organizational, administrative, managerial and interpersonal skills. **He/she must be a Catholic in good standing and have a working knowledge of Church teaching, Catholic sacramental theology**, current liturgical norms and practices of the Church and Diocese. He/she should be accomplished in the following areas: organ, voice, choral direction. The candidate should have a deep understanding of the Church's sacred music tradition. The candidate should be an active and visible member of the parish community.

VISION FOR THE FUTURE OF SACRED MUSIC AT ST. THERESA OF THE INFANT JESUS PARISH Under the leadership of our pastor, the Director of Sacred Music will be instrumental in executing and helping to develop the vision for improving sacred music in the parish. The pastor seeks to support the liturgy with well-executed traditional sacred music that inspires souls, promotes worship, and instructs with rich texts.

Key goals: **Develop** the parish's music program to include only the highest standard of sacred music at all liturgies. **Provide** catechesis to parishioners and music participants in ongoing formation. **Increase** parishioners' engagement with music program. **Form** new parish adult and children's choirs.

EDUCATIONAL/WORK EXPERIENCE REQUIREMENTS: Minimum of Bachelor's Degree in Liturgy, Theology, Music or Church Music or a Certificate in Liturgy or Liturgical Music; or a certificate from a lay ministry formation program; or commensurate experience. Experience in direction of music for Catholic liturgies preferred.

COMPENSATION AND BENEFITS: Full-time, salary position. Funerals and Weddings are compensated separately (on average, 15-25 funerals and 4-6 weddings per year).

Interested candidates should contact Fr. Sawicki, Pastor at frjsawicki@hbgdiocese.org or Elaine Herald, Parish Manager at eherald@sainttheresaparish.org