

ST. TERESA OF CALCUTTA PARISH

POSITION DESCRIPTION

Position: Director of Music (Immaculate Conception Church, Montclair)

Department: Music

Reports To: Pastor

Classification: Part-Time

Salary : \$35,000 per year plus stipends for weddings and funerals

General Description

The Director of Music facilitates prayer through music for the worshiping assembly. Oversee a variety of paid and volunteer musicians. Provide music at liturgies throughout the year and help foster a love and appreciation for the arts and sacred liturgies. Serve as principal parish musician. Through sharing their unique musical talents, bring about a greater awareness of the Parish mission and the Gospel message of Jesus Christ.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Plan all parish liturgies, supervise music personnel, recruit, train and schedule all paid and volunteer cantors and instrumentalists;
- Recruit and direct a children's choir and an adult choir;
- Play organ and/or piano at the following liturgies: Saturday evening mass (5:00pm), Sunday masses (10:30am and 6:00pm) and Holy Days of Obligation outside of Sunday masses per the liturgical calendar;
- Plan music and play organ and/or piano for First Reconciliation, First Holy Communion, and Confirmation;
- Play organ and/or piano for all weddings: plan liturgy and music with couples, book cantor and instrumentalist – No wedding stipends are included with salary (\$250 per wedding). Parish averages 15-20 weddings per year;
- Play organ and/or piano for all funerals: plan liturgy and music with families, book cantor and instrumentalist – No funerals are included with salary (\$250 per funeral). Parish averages 40-50 funerals per year;
- Maintain an invoice spreadsheet for paid musicians and cantors to be submitted to parish finance office for payment bi-weekly;
- Maintain parish music resources, including but not limited to: choral music library, parish reprint license subscription, regularly schedule piano and organ tunings and maintenance;
- Prepare printed worship aids/song sheets as needed for special liturgies
- Other duties as assigned

Qualifications/Skills

- Proficiency playing the organ and piano: leading a cantor and/or choir from the organ console or piano;
- Knowledge of sacred vocal solo and choral repertoire, liturgical music settings of the mass and responsorial psalms;
- Sight-reading ability, vocal and instrumental arranging, and the willingness to incorporate a blend of both traditional and contemporary musical styles in worship.

Qualifications/Experience:

- Minimum of a bachelor of music degree;
- Proficiency in playing the organ, piano, and leading a cantor and/or choir from the organ console or piano;
- Knowledge of sacred vocal solo and choral repertoire, liturgical music settings of the mass, and responsorial psalms;
- Sight-reading ability, vocal and instrumental arranging, and the willingness to incorporate a blend of both traditional and contemporary musical styles in worship;
- Knowledge of Catholic liturgical documents, traditions, and rubrics;
- Proficiency in the use of Microsoft office and/or Google workspace programs to create professional documents and maintain spreadsheets;
- Practicing Catholic in good standing.

Physical Demands

None.

**St. Teresa of Calcutta Parish
1 Munn Street
Montclair, NJ 07042
973-744-5650 x115
musicimmaculate@montclaircatholics.org**