

**POSITION: PARISH DIRECTOR OF MUSIC [PART TIME/SALARY]
MOST BLESSED SACRAMENT CHURCH, BALLY, PA**

Summary: The Director of Music coordinates and leads the parish's sacred music program. The director's work supports the pastor's duty to ensure the solemn celebration of Sundays and other Holy Days.¹

Parish Information:

Most Blessed Sacrament Parish was founded in 1741, and is thus one of the oldest Catholic Parishes in the United States. The original church building and its two major expansions are still in use today, and provides a beautiful atmosphere for the celebration of the Holy Mass.

This historic parish has approximately 900 registered families, and has embarked on a year of renewal in conjunction with a year of the Real Presence proclaimed by the bishop of Allentown.

The organ was originally built in 1799 by the Krauss Brothers, and is still in use today. While it has undergone expansions and modifications, many of the original pipes still sing today. The most recent renovation of the organ was in 1962, and the parish has obtained several proposals for a much-needed renovation.

Previous Position of Music Director:

The music program at Most Blessed Sacrament had been led by several volunteers who provided music for some masses and one volunteer music director who provided music and led the choir at one of the Sunday masses and principal feasts for 32 years.

DUTIES OF PARISH MUSIC DIRECTOR OF MOST BLESSED SACRAMENT CHURCH

Regular duties for the parish music director:

1. Plans, prepares, and executes the sacred music for three of the four weekend Masses and Holy Day Masses. (Sunday 6AM Mass is without music)
2. Provides organ accompaniment/leadership for masses that have music.
3. Schedules and practices when needed with cantors for mass, [ability to cantor while playing is preferred, in case of an unscheduled absence of cantor]
4. Trains new cantors
5. Rehearses with the choir, encourage growth for the choir and those willing to cantor.
6. Maintains contact and close working relationship with pastor.
7. Provides music for special devotional events that occasionally occur. [Such as Vespers, 40 Hours Devotions, 1st Holy Communion, Stations of the Cross]
8. Keeps choir loft and music library organized.
9. Arrange for coverage for absences

Requirements and Goals for the Position of Parish Music Director

1. Understand that the parish sacred music program is part of the mission of the Church for the Salvation of Souls, and to foster prayer and devotion to Jesus Christ in the Holy Eucharist.

¹ Code of Canon Law, 530.

2. Faithfully adhere to all liturgical rubrics for the Roman Rite of the Mass and directives of the Diocese of Allentown
3. Work toward the development of a choir's ability to sing accapella when appropriate
4. Create a welcome and warm atmosphere for the cantors/choir members
5. Set obtainable goals which meet the current situation and plan for *gradual and realistic* improvement.
6. When appropriate, be prepared to ask for people to join the choir
7. Ability to work with young people, and elderly
8. Seek to interface with other places for the promotion of sacred music program [e.g. university students/ associations for promotion of sacred music/guest musicians/concerts]

NECESSARY QUALIFICATIONS

- Knowledge of the Catholic Faith and be a practicing Catholic in good standing with the Church.
 - High degree of proficiency in playing the organ.
 - Demonstrated skill as an effective choral conductor.
 - Basic computer skills [email, contact management at a minimum]
 - Knowledge of the Church's liturgical and musical tradition and current legislation.*
 - Knowledge Interest/ability in Gregorian Chant (Latin and/or English) and polyphony.*
 - High level of discretion and integrity.
 - Responsibility for continued personal, spiritual, and professional growth.
 - Ability to work cooperatively and communicate effectively
 - Ability to work closely with the pastor, including taking direction when provided.
 - Never be afraid to ask a question
- [* training and resources can be provided by the pastor for the formation in the Catholic Music tradition]

Physical Requirements: Ability to walk, speak in public, conduct a choir, climb stairs to get to choir loft. To be untroubled by occasional lengthy liturgies and use of incense at liturgies.

All employees must conform to the Diocese code of conduct and Safe Environment for the protection of Children Training and have a background check.

Compensation – Opportunity and Driver for Growth

This is a part time/salaried position. Salary is competitive based on other Catholic churches in the Diocese of Allentown and is grounded in the parish's current capability. Fees for funerals and weddings provide additional income.

As there is a strong correlation between the general health of the parish and the quality of its liturgical expression, the parish aspires for the expansion of the role of music director as its great potential is realized.

For submission of Resume/CV with at least two references, email is preferred
rjames@allentowndiocese.org

Most Blessed Sacrament Church, 610 Pine St., Bally, PA 19503