

# IMMACULATE HEART OF MARY PARISH

24 Sacred Heart Place

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## DIRECTOR OF MUSIC

### QUALIFICATIONS:

1. Genuine appreciation of liturgy and its importance in the life of the church.
2. Knowledge and understanding of liturgy and the authoritative liturgical documents of the Church (e.g., *Sacrosanctum concilium*, *Musicam sacram*, etc.); or willingness to learn.
3. Knowledge of plainchant—especially plainchant resources in English.
4. General musical and liturgical knowledge including:
  - a. ability to play the organ competently
  - b. ability to cantor
  - c. ability to direct an SATB choir including good working knowledge of vocal technique, diction, repertoire, and performance practice
  - d. demonstrated knowledge of and appreciation for current and past appropriate liturgical music resources—especially plainchant and sacred choral music.
5. Possession of the following personal qualities:
  - a. ability to work and collaborate with the pastor
  - b. ability to work patiently with and teach people of all ages
  - c. flexibility, dependability, and punctuality
  - d. good organizational skills
  - e. love for prayer and liturgy

### RESPONSIBILITIES

1. Collaborates with, and is responsible to, the Pastor for the entire liturgical music program of the parish, and has direct supervisory responsibility over all involved in the music program.
2. Provides organ accompaniment at Mass on Sundays, Holy Days, and at other parish liturgical celebrations (e.g., Solemn Evening Prayer, Holy Week, Confirmation and First Communion, etc).
3. Provides accompaniment at funerals and weddings for a fee. Meets with the families

- and/or couples as appropriate.
4. Schedules other organists/instrumentalists for weekend Masses and Holy Days of obligation as needed.
  5. Maintains and develops the parish Cantor program:
    - a. Cantors at liturgies as needed.
    - b. Trains, recruits, and schedules parish cantors for all parish liturgies.
    - c. Gives vocal guidance to cantors if needed.
  6. Maintains and develops the parish choral program:
    - a. Recruits, organizes, and directs adult choirs for Sundays, Holy Days, and other major celebrations. Depending on the ensemble, this should include developing polyphonic repertoire and training in plainchant.
    - b. Educates parish musicians in relevant areas including:
      - i. Vocal technique, intonation, rhythm, performance practice, music history, music appreciation, and liturgical theology.
      - ii. Provides a central musical and liturgical resource for all music ministers.
  7. Selects music for liturgies according to the following criteria:
    - a. musical quality
    - b. appropriateness of text
    - c. pastoral appropriateness
  8. Prepares, as needed, appropriate worship aids for the assembly.
  9. Maintains the parish's music library including sheet music for choirs, cantors, and instrumentalists.
  10. Develops the musical life of the parish through offering seasonal concerts, organ recitals, and educational opportunities when possible.
  11. Prepares and presents an annual music budget.
  12. Attends to the maintenance of the parish's musical instruments, especially the pipe organ.
  13. Maintains currency of musical and liturgical knowledge.
  14. Occasionally assists the Director of Faith Formation with the sacred music component of the religious education program.
  15. Accepts, as requested by the Pastor, miscellaneous tasks and responsibilities which are directly connected to the liturgical or musical life of the parish. [For example, possibly assisting the Pastor in the training of new and current liturgical ministers.]