

# ST. MARY'S ROMAN CATHOLIC CHURCH

## **JOB TITLE**

Organist and Choirmaster (Full-Time)

## **EMPLOYER AND COMMUNITY**

St. Mary's Roman Catholic Church  
17 Monsignor Owens Place  
Nutley, NJ 07110

St. Mary's is a Roman Catholic parish of approximately 2,000 families located in the suburban township of Nutley, New Jersey, within the Archdiocese of Newark. While the parish has existed for over 140 years, the current church, with its traditional neo-Gothic design, was completed in the early 1950s. Later in that same decade, the Schantz Organ Company designed and built an acoustic organ specifically for St. Mary's, which has since been maintained by the Peragallo Pipe Organ Company and remains in use today.

Business is conducted from the St. Mary's Parish Center, a former convent that has been renovated to include extensive office and conference space, as well as a chapel for daily Mass. Offices are equipped with modern technology, including late-model Apple iMacs and access to the parish network.

The Township of Nutley is located in the northern quadrant of Essex County and enjoys a unique picturesque suburban existence in close proximity to New York City (about 12 miles from Midtown Manhattan). It is conveniently located near the Garden State Parkway, New Jersey Turnpike, Route 3 and Route 21. Even with a population of approximately 27,000, this bedroom community enjoys a small town ambience throughout its quiet, well-maintained, tree-lined streets. Overlooking the skyline of NYC gives Nutley the characteristics of a small town in a metropolitan environment.

The parks in Nutley are considered the "crown jewel" of the Essex County park systems. The Township prides itself on maintaining a commendable level of conservation while safeguarding this pristine natural resource from impending and unnecessary sprawl. The latest surveys list the Township as maintaining over 10,000 trees and over 100 acres of recreational land. No home in Nutley is more than one half mile from a park or playground.

Nutley has been recognized as a town blessed with residents who take an active role in maintaining and improving the quality of life their hometown has to offer. The strong sense of community found amongst residents has inspired a rich appreciation for the Township's history and an active interest in its future.

## **GENERAL JOB DESCRIPTION**

The Organist and Choirmaster will be responsible for establishing and maintaining a robust and inspiring long-term sacred music program in accordance with the liturgical tradition of the Roman Catholic Church.

A major component of the job will be to prepare sacred music and play the organ as necessary for all Sunday liturgies, which currently include a 5:30 p.m. vigil Mass on Saturdays and Masses on Sundays

at 7:30 a.m., 9:00 a.m., 10:30 a.m., and 12:00 p.m. Music would not be required at the 7:30 a.m. Sunday Mass.

Some particular responsibilities of the position include, but are not necessarily limited to, the following:

- Select and direct sacred music for all Sundays, holy days, weddings, funerals, and special events
- Play the organ as necessary for all Sundays, holy days, weddings, funerals, and special events
- Develop and maintain at least two choirs, one of which should be youth-oriented (children and/or teenagers)
- Coordinate and direct all choir rehearsals
- Hold a set number of office hours on a weekly basis, as agreed upon with the pastor
- Develop and maintain a parish-based music library
- Coordinate the development and/or selection of musical aides for the congregation, including hymnals, programs, and other materials as required by the devotional life of the parish
- Serve as the first point of contact for any questions related to the parish music programs
- Be aware of any directives of the Archdiocese of Newark as regards sacred music
- Attend any Archdiocesan or regional events for organists, choirmasters, and music directors, whenever deemed necessary by the pastor
- Maintain a network of sacred music associations and contacts

### **REQUIREMENTS**

- Bachelor's Degree in Music, with a concentration in Sacred Music and/or Organ; Master's Degree preferred
- Advanced facility with the organ
- Working knowledge of Roman Catholic liturgy, especially Mass in both the ordinary and extraordinary forms of the Roman Rite.
- Experience with developing church choirs, both volunteer and professional
- Extensive organizational and planning skills

- Ability to communicate effectively with a variety of groups and individuals, including parish priests, staff, and parishioners of various ages, as well as other local organizations and professionals
- Earnest desire to build a long-term sacred music program from the ground up in accordance with the liturgical tradition of the Roman Catholic Church

### **COMPENSATION**

- Competitive full-time salary commensurate with education and experience
- Comprehensive benefits package

### **HOW TO APPLY**

Email a resume and cover letter as attachments in PDF or Microsoft Word format to **positions@stmarysnutley.org**.

Letters should be addressed to the Rev. Ernest Rush, Pastor of St. Mary's Church.

Receipt of application will be confirmed via email. Applications submitted via postal mail or in electronic formats other than specified above will not be considered.

Keywords: Catholic Church, Sacred Music, Liturgical Music, Organist, Organ, Choirmaster, Music Director, Choir, Schola