



St. Joseph College Seminary in Mt Holly, NC is hiring a full-time Magister Capellae (Director of Sacred Music). Please submit your application with Cover Letter and CV via email by January 31, 2023 to [rector@stjcs.org](mailto:rector@stjcs.org) or via regular mail to: Fr. Matthew Kauth, Rector, St. Joseph College Seminary, 22 Arctus Ave, Mt Holly, NC 28120 (mark your letter “Magister Capellae”) by the same date.



**Job Description**  
**Magister Capellae (Director of Sacred Music)**  
**St. Joseph College Seminary**

**RESPONSIBILITIES**

**CHORAL DIRECTION**

1. The selection, learning, and execution/supervision of all aspects of liturgical music both at the seminary and in remote locations (e.g. parishes) where the seminary schola is called to minister.
2. Conduct Solemn Vespers with the college seminarians and the *Daughters of the Virgin Mother* (DVM) on Sunday afternoons as scheduled.
3. Conduct the seminary and DVM schola in additional liturgies as demanded (i.e. Feast day Masses, anniversary Masses, donor events etc).
4. Develop appropriate devotional materials to make it possible for visitors to fully appreciate the seminary's liturgical music. An example of this is a handout with the texts for Solemn Vespers.

**MUSIC INSTRUCTION**

1. Recruiting, training, supervising, and directing the seminary Schola.
2. Expansion of the choral program by training and directing the schola of the DVM and integrating them with the seminary schola.
3. Musical education of all seminarians in Gregorian chant pedagogy, Roman Catholic choral repertory (seminary schola), and all aspects of Roman Catholic musical tradition over a full four-year period.
4. Offering comprehensive instruction in keyboard skills, music theory, and sight-reading in both modern and square note (neum) notation to seminarians.
5. Offering both voice classes and private voice instruction to seminarians.



6. Develop expanded musical curricula and course offerings as the seminary population increases. Past offerings have included mini courses on the Caecilian Movement and Catholic music appreciation. Work together with the seminary academic team to ensure that music curriculum meets our needs and fits into the overall schedule.
7. Supervision over sorting, stamping, and filing music; maintaining choral library; keeping attendance records; maintaining choir vestments; preparing rehearsal room.

## ORGANIST

1. Organist for chapel Masses, para-liturgies, etc.
2. Instructing and supervising seminarian organists.
3. Supervision of maintenance of chapel organ and seminary pianos.

## STRATEGIC PLANNING

1. Expert contributor for the acoustical needs of the new chapel and choir loft construction.
2. Location of a new/existing pipe organ(s) and supervising installation in the new chapel.
3. Devise and implement a yearly music budget including expenses of music and book purchases, piano tuning, CDs, office and sound equipment, continuing education conferences, and other projects.

## OUTREACH/MUSICAL RESOURCES

1. Expanding recording projects involving both the seminary schola and the DVM.
2. Being a catalyst to build the seminary's reputation as a center for Roman Catholic culture by collaborating on various training programs, fundraising events, education programs, and creative ventures with organizations such as the Diocese of Charlotte, Belmont Abbey College, Carolina Catholic Radio, the Catholic Company, and other entities.
3. Being an overall musical resource to the seminary community.



## ARTIST IN RESIDENCE

Compose and arrange music for Schola and DVM as needed for liturgical events

## SALARY and BENEFITS

1. Salary is subject to negotiation.
2. Health and other benefits per the Diocese of Charlotte plan.
3. Sick days and personal days per diocesan and academic guidelines.
4. Vacation per academic schedule at St. Joseph's College Seminary and Belmont Abbey College (BAC), i.e. spring break, summer and winter breaks, Belmont Abbey College and seminary holidays.
5. A specified amount to be put toward continuing education of the magister capellae.

## OTHER REQUIREMENTS

1. The successful candidate must be a practicing Roman Catholic in good standing with the Catholic Church.
2. The successful candidate must adhere to the perennial teachings of the Roman Catholic Church and display behaviors and attitudes consistent with the same teachings.
3. Must be able to work weekends, evenings, and holidays, both in the Charlotte area and across the diocese.
4. Must be able to work as part of the seminary leadership team and help advance the seminary in various communication channels like podcasts, video, and social media.
5. The magister capellae is expected to work onsite at the seminary three days per week.
6. Maintain and update webpage for scores and other music resources for seminarians.
7. Other duties as specified by the Rector. One example would be an infrequent need to travel on seminary business.



## QUALIFICATIONS

1. Bachelor's degree in Sacred Music or equivalent education
2. Experienced Choir Director and Organist
3. Mastery of Polyphony and Chant