



**GOOD SHEPHERD**  
CATHOLIC CHURCH & SCHOOL

145 Jersey Avenue South + Golden Valley, MN 55426

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### Position Description

**Position title:** Organist & Choirmaster

**Reports to:** Pastor

**Provides work direction to:** Section leaders, cantors, hired instrumentalists

**Receives work direction from:** Pastor

**FLSA Status:** Exempt (staff)

**Date:** April 2016

#### Schedule

Full-time (with benefits). Twelve-month position.

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#### Purpose

The primary duty of the Organist & Choirmaster is to maintain and build upon a program of sacred liturgical music for the glory of God and the sanctification of the faithful. The Organist & Choirmaster shall seek to furnish the liturgy that possesses holiness, beauty of form, and universality, in accordance with liturgical law of the Roman Rite. The Organist & Choirmaster shall seek to implement magisterial documents on sacred music including, but not limited to, *Tra le Sollecitudini*, *Sacrosanctum Concilium*, and *Musicam Sacram*.

This mission shall be executed through the direction of choirs and other ensembles, as well as through the execution of organ music for all liturgies requiring it. Furthermore, the Organist & Choirmaster shall seek to educate the faithful, when appropriate, on the role and nature of liturgical music.

#### General Responsibilities

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does not require that the employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

## Representative Responsibilities

### *Choral Direction, Rehearsing, and Service Playing*

1. Providing organ music for all sung masses and services at Good Shepherd Catholic Church
2. Training, conducting, and rehearsing an adult choir consisting of volunteers and paid section leaders
3. Training, conducting, and rehearsing a fledgling children's choir
4. Chanting the Propers of the Mass and instructing cantors and choir members to do so
5. Selecting hymns, choral repertoire, and organ repertoire in accordance with the demands of the liturgical year, in consultation with the pastor
6. Rehearsing and preparing students for regular school Masses
7. Rehearsing with instrumentalists as needed
8. Rehearsing chants with clergy as necessary
9. Overseeing and coordinating music for all weddings and funerals, for which a separate stipend will be paid
10. Training, conducting, and rehearsing an adult bell choir

### *Communication and Personnel*

1. Attend and participate in regular staff meetings
2. Meet regularly with the pastor to discuss the execution of liturgies
3. Meet regularly with the school music teacher to coordinate logistics of school Masses and other functions between the parish and school
4. Supervise and direct all paid choral singers and cantors
5. Consult with families regarding wedding and funeral liturgies, specifically with respect to musical matters
6. Serve as a liaison for the musical and liturgical education of the parish
7. Maintain and update the portions of the website relevant to the music department

### *Administration, Publication, and Planning*

1. Plan all hymns, choral repertoire, and organ repertoire in accordance with the Roman Missal, the Lectionary, and the Church calendar
2. Prepare weekly order of service for publication in the Church bulletin, complete with any translations necessary
3. Prepare additional bulletins for all extraordinary liturgies including, but not limited to: Christmas, Triduum, Holy Days of Obligation, penance services, First Communion Masses, Ash Wednesday, and Thanksgiving Day
4. Prepare and publish seasonal music lists for the parish website and information center
5. In consultation with the school music teacher, plan all school liturgies
6. Oversee the music budget, and allocate funds to choral singers, instrument maintenance, and library as appropriate to the optimal success of the program
7. Prepare payroll for section leaders and instrumentalists in a timely fashion
8. Schedule cantors for all liturgies
9. Prepare written rehearsal and liturgical schedules for all ensembles
10. Write articles for newsletters and bulletins educating the faithful on the role of music in the liturgy, as well as articles providing context for the musical selections

### *Preparatory Work*

1. Diligently study and prepare all scores for choral rehearsals, both for youth and adults
2. At the organ, prepare all hymns, service music, and organ accompaniments
3. Also at the organ, prepare organ voluntaries chosen from the broad and rich patrimony of classical organ repertoire
4. Point psalms and acclamations as needed

### *Development and Recruiting*

1. Audition and recruit section leaders as needed
2. Recruit and train members for adult choir, children's choir, and handbell choir
3. Recruit and train volunteer cantors and choir members within the parish

### *Children's Choir*

1. Promote, build, and educate the children's choir
2. Run rehearsals twice a week with the choristers
3. Plan and prepare an annual summer daytime camp to train and promote the chorister program

### *Maintenance and Resources*

1. Oversee upkeep, maintenance, and tuning of all instruments in the possession of the parish, including the Marrin pipe organ, Boston grand piano in the sanctuary, two upright pianos, and three octaves of Malmark bells
2. Catalog, inventory, and organize the library of choral music periodically
3. Provide hard and/or electronic copies of materials for all cantors and ensemble members
4. Take responsibility for copyright laws and licensure

## Qualifications and Competences

	<i>Essential:</i>	<i>Desirable:</i>
<i>Education</i>	Bachelor's degree	Graduate degree in a music-related subject
<i>Musical Abilities</i>	Thorough training in organ performance and service playing	Command of organ repertoire, representing the complete compositional spectrum of styles and periods
	Ability to follow the intricacies of the liturgy while playing and conducting	Skilled in the art of improvisation.
	Skilled in nuanced choral accompaniment from the organ	
	Capable of conducting from the console	
	Trained in choral conducting	Considerable formation as a vocalist
	Thorough knowledge of the choral repertoire	Understanding of performance practices appropriate to style and period
	Command of diction in English and Latin	Command of diction in additional languages
	Ability to read and execute the notation of Gregorian Chant	Proficiency and experience with Anglican Chant psalmody
		Proficiency with composition and arranging
	Effective and efficient choral rehearsal technique	
<i>Specialty Knowledge</i>	Thorough understanding of the Roman Missal, Breviary, and other liturgical books	Familiarity with ceremonial manuals of the Roman Rite by such authors as Adrian Fortescue and Peter Elliot
	Familiarity and knowledge with Ecclesiastical legislation on Sacred Music	
	Intimate familiarity with the Church's liturgical calendar	

	<i>Essential:</i>	<i>Desirable:</i>
<i>Additional Skills</i>	Technical understanding of the operation of musical instruments, and ability to troubleshoot	Skilled in minor organ repairs, such as tuning reeds
	Proficiency with Microsoft Office, and other basic software.	Proficiency with Sibelius, Finale, or other music engraving software
	Ability to work with children and adults	
<i>Personal Qualities</i>	Knowledge and respect of orthodox Catholic doctrine and practices	Devout practice of the faith and frequent reception of the sacraments
	Ability to work under pressure and respond appropriately	Ability to adapt well to last minute changes
	Commitment to maintaining harmonious morale in the workplace	

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by the staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities required of the position. Assigned responsibilities may change, as the parish's needs change.

### **Mental Demands**

- Verbal, written, and presentation communication skills
- Demonstrated ability to work well with others, including supervision
- Skills in relating with the public, the media, the shareholders (parishioners), and difficult people, and in managing conflicting expectations
- Confidentiality, integrity, and honesty
- Ability to work under pressure with frequent interruptions
- Coordinate and implement multiple concurrent tasks
- Ability to plan and organize to meet deadlines
- Maintain a positive and helpful attitude at all times, even during difficult times
- Maintain healthy boundaries for professional effectiveness and personal well-being

### **Physical Demands**

- Be able to work a varying work schedule with periodic long hours

**EMPLOYEE:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**SUPERVISOR:** I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this capacity.

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Signature of Supervisor

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Date