

Church of the Holy Rosary

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JOB DESCRIPTION (as of October 2025): MUSIC DIRECTOR / ORGANIST

The Church of the Holy Rosary is seeking a part-time OR full-time music director that is versatile in **piano, organ, choral work, improvisation, and music planning/administration**. The director will lead a resurging music ministry with a new adult choir, a monthly childrens choir, and two paid professional cantors. On particular solmenities, the director will also command a paid four-part schola, usually with the two cantors plus ringers.

The music preference for Holy Rosary is traditional, leaning towards the aestehctics of Gregorian chant, polyphonic motets, and anthems/settings from the Western classical music canon. Congregation resources are the *Lumen Christi Missal and Hymnal*.

However, on its 100th anniversary this year, Holy Rosary serves a part of the northern Bronx that boasts a vibrant melting pot of cultures — from the legacy Italian community to more recent African and Southeast Asian immigrants. On certain occasions, the ministry includes hymns and music from different communities that elevate their respective cultures during mass.

The music director reports to the pastor, **Fr. Dennis Williams**.

The start date for this position is **November 29, 2025 and onward**.

MASS OBLIGATIONS

- One (1) weekly Saturday mass — **4:00pm vigil**
 - Volunteer cantor, Tracy Andres (mezzo), usually rehearses at 3pm
- Four (4) weekly Sunday masses — **8:15am, 9:45am, 11:30am (solemn), 1:15pm**
 - 8:15am will become a Spanish mass in Advent 2025
 - **professional cantor/organist**, with potential volunteer Spanish choir
 - 9:45am is when a monthly children's mass occurs on the 3rd Sunday of each month
 - **cantor/organist**, with **children's choir** once a month
 - 11:30am is the solemn mass; Latin chant settings and antiphons sung
 - **adult choir/cantor/organist**, with **schola** if a certain feast day/solemnity

- 1:15pm is a low English mass, similar to 9:45am
 - **cantor/organist**
- Additional masses for certain feasts and solemnities
 - **Christmas**, services on the Eve and Day
 - **adult choir/cantor/organist**, with **schola** at solemn masses
 - **Triduum**, services for *Palm Sunday, Holy Thursday, Good Friday, Easter Vigil*, and *Easter Sunday*
 - **adult choir/cantor/organist**, with **schola** for most of the above
 - Other Sunday feasts/solemnities to be discussed with Fr. Williams
 - **Weekday Days of Obligation are not required for the cantor/organist to serve**

ADULT VOLUNTEER (CHANCEL) CHOIR

- 10-piece all-women choir (SA)
- All have keen musical ears but varying levels of theory comprehension
- Familiar with Gregorian chant, traditional anthems, and spiritual hymns
 - Recent repertoire: Haydn's *The Heavens are Telling*, Missa Orbis Factor
- Weekly 1.5- to 2-hour rehearsals
 - Current rehearsals are held every Saturday from 5:15pm - 6:45.
- Music selections may be advised by **Fr. Williams**

CHILDRENS (DEVOTE) CHOIR

- 5-7 children, with a few beginner instrumentalists (violin, flute, trumpet)
- Familiar with traditional hymns and chant (i.e., *Salve Regina, Attende Domine*)
- Bi-monthly 1-hour rehearsals
 - Current rehearsals are held on the 1st/3rd Saturdays of the month, from 11:30am-12:30
 - *n.b. Religious Education runs Saturday mornings at 9:30am-11:30 during the academic year*
- For music selections, the music director may be advised by the Director of Religious Education and the Parochial Vicar, Fr. Pat Rossi

PROFESSIONAL MUSICIANS AND MUSIC BUDGET

- Two (2) cantors — soprano & baritone — alternate Sunday masses
- Schola (SATB) is hired for **Christmas, Triduum**, and a **few other Sunday feasts**
- If instrumentalists are hired, they are typically requested for Christmas and Easter Sunday
- Overall music budget is advised by **Fr. Williams**

FUNERALS (in addition to salary)

- Holy Rosary has 20-30 funerals a year, usually taking place at 10am any day except Sunday
 - Cantor, **\$150**
 - Organist, **\$175**
 - Addt'l instrumentalist, **\$150**
- Requests from the family given by priests
- Director has **first priority** for funerals; otherwise, director must find musicians

WEDDINGS (in addition to salary)

- Holy Rosary has 2-3 weddings a year, usually held in the early afternoon on Friday/Saturday
 - Cantor, **\$250**
 - Organist, **\$300**
 - Addt'l instrumentalist, **\$250**
- Director typically discusses music with couple
- Director has **first priority** for weddings; otherwise, director must find musicians

SALARY & PTO

- Part-time: **\$45,000** - *excluding insurance; certain obligations up to negotiation*
- Full-time: **\$56,000** - *excluding insurance, but up to negotiation*
- Director is given flexible hours to either work on the church campus or from home
 - *Regardless of hours, the director must fulfill all agreed-upon obligations*
- To reiterate, funerals and weddings will **supplement** salary; the discussed salary covers weekend mass obligations plus tasks for certain feasts and solemnities.
- Part-time or Full-time, director is given **nine (9) days of paid time off (PTO)**
 - Director is responsible to find any substitutes for PTO
 - If director uses all PTO but cannot fulfill weekend mass obligations, it is the director's responsibility to pay out-of-pocket for substitutes.

MISCELLANEOUS (Specs)

- *In the sanctuary*
 - **3-manual Allen Organ | Baldwin baby-grand piano**
 - Two adjustable microphones; sound mixer found on the organ console

- *Music office in the church ground level*
 - **Chickering upright piano**
 - Bizhub 363 Konica Minolta business printer
 - Regular letter and legal
 - Colored paper and different paperweights can be found in the rectory or ordered through the church
 - Replacement toner in the empty compartment below the paper shelves
 - **Extensive music library**, from mass settings to anthems and loose-leaf hymns
 - Found in the pullout shelves, organized by name and liturgical season
 - Music resources
 - **Lead Me Guide Me** hymnals
 - Bartlett's *Mass Propers* books (chanted antiphons)
 - **Lumen Christi Missal**
 - **Lumen Christi Hymnal**
 - Misc. hymnals (RitualSong, JourneySong, Gather)
 - Misc. choral resources