

DIRECTOR OF SACRED MUSIC AND ORGANIST (DOSM)- JOB DESCRIPTION

Our Lady of Perpetual Help, Camden, South Carolina

Position Summary

Our Lady of Perpetual Help Catholic Church, is seeking a full-time director of sacred music and organist to develop and maintain a sacred music program that will support and enable the people of the parish to encounter more deeply the sacred mysteries of the liturgy. Our Lady of Perpetual Help is a suburban parish of approximately 400 families. The parish choral program consists of a parish schola and a Spanish language choir. The Director of Sacred Music will encourage full and active participation in sacred liturgy and be knowledgeable in the Church's teachings and rich history of sacred music as accompaniment to liturgical action. The new Director of Sacred Music will continue to introduce and educate the parish on an historically informed approach to sacred music while encouraging an active and participatory congregation.

Currently, the parish is in need of a new organ. The pastor has already started the process of investigating potential organ builders and is looking to hire a new DOSM quickly to serve as the primary consultant in the organ design process. The Director of Sacred Music will collaborate with the pastor in the search for a new organ which will be the first goal upon hiring.

Supervisor

The Director of Sacred Music and Organist reports directly to the Pastor and/or Pastoral Administrator.

Job Responsibilities

The Director of Sacred Music and Organist is responsible for the overall vision, planning, implementation, and growth of all musical elements in parish liturgies. Duties are outlined below.

Oversees all administrative duties of the parish sacred music program to include:

- ▶ fulfilling the reporting requirements for copyright licenses;
- ▶ Is responsible for all hymnody, propers, psalms, choral anthems, and Mass settings at all parish liturgies;
- ▶ Oversees the scheduling and recruitment of musicians for entire sacred music program;
- ▶ Proposes and manages all sacred music program operational budgets;
- ▶ Directs, recruits, rehearses parish choir and works with cantors to prepare for liturgies;
- ▶ Hires musicians as may be required to meet the musical needs of the parish, including but not limited to substitute organists and /or conductors, instrumentalists, assistant musicians or vocal scholars with approval from the pastor;
- ▶ Collaborates with pastor and all members of liturgical team for seasonal liturgical planning;
- ▶ Collaborates with the pastor and staff musicians to enhance congregational singing at all Masses;
- ▶ Works to educate and enhance the parish's singing of hymns and plainchant;
- ▶ Organizes musical elements for liturgies outside of Masses;
- ▶ Assists with the planning for all musical elements for weddings and funerals;
- ▶ Weekly time commitment includes all administrative duties, emails, music planning, research and study, planning meetings, practice time, rehearsals, regular and special Masses, observations, and special programs related to parish-sponsored ministries;
- ▶ Is responsible for the maintenance of all instruments at OLPH.

Supervisees

All staff musicians including but not limited to; guest organists, substitute organists, etc..

Qualifications

Must have a Bachelor's degree (Master's preferred) in music (choral conducting, organ performance, or sacred music) and possess 3-5 years relevant experience in a Catholic parish as the director of the music. Candidates must have a passion and working knowledge of the Church's teachings on sacred music and liturgy.

Salary Terms and Summary

- 30 hours per week salary
- Diocese of Charleston Benefits including; 403b, health care, short-term disability, and life insurance
- Salary based on education and experience;
- Yearly raises based on accomplishments and growth;
- Allowance for early professional development;
- First right of refusal for weddings and funerals for additional fees;
- Use of facilities for private teaching, subject to scheduling and availability;
- Collaborate with pastor to seek funding for yearly concerts;
- Two weekends/Sundays off during the year, after 60 days of employment;
- Professional development days off for conferences and professional obligations;
- Office hours are flexible

To apply, please submit a cover letter, resume, (3) professional references, to:

Jzimmerman@CharlestonDiocese.org . Finalists will be asked to submit additional materials and may be invited to the parish for an on-site interview/audition.