

## Music Director at St Mary Catholic Church, Conshohocken, PA

St Mary Church in Conshohocken, PA is seeking a Music Director. The ideal candidate would have a love of the Extraordinary Form of the Mass and a degree in music from an accredited program—an emphasis in choral conducting is a plus—with three years' experience directing choirs. The candidate should have a knowledge and love of Gregorian Chant and Renaissance Polyphony, as well as a familiarity with both *a capella* and accompanied Gregorian Chant. The candidate should want to see children learn Gregorian Chant and help them develop a life-long love of chant and sacred music. Finally, the candidate should possess organizational skills to lead and build a sacred music program at the parish. The goal is to develop the parishioners so that they are able to sing and chant at a high level. In this way the members of the parish can more fully participate in the liturgical worship at their parish.

1. The position is a combined position – choral director and organist/accompanist who can direct from the console. Choir directing is the primary role.
2. All liturgies are in the Extraordinary Form, according to the 1962 Ritual.
3. The parish is staffed by the Fraternity of St. Peter (FSSP). The Music Director would be an employee of St. Mary Church, reporting directly to the pastor.
4. The position is 30 hours per week.
5. The parish was established in September of 2018 and currently the music program consists of an adult choir, a men's schola of beginners, and a small women's schola. The goal is to have a full program: adult choir, men's schola, women's schola, and children's choristers.
6. The weekly duties include:
  - Two masses per Sunday:
    - i. 8:00 am Low Mass with hymns (organ—no formal choir)
    - ii. 11:00 am Sung Mass.
    - iii. There are never Saturday anticipated Masses (except the Easter Vigil).
  - Selecting appropriate choral music and hymns for each Mass.
  - Having rehearsals for all choirs and scholas.
  - Meeting weekly with the pastor in the area of general planning and leadership of the music program.
  - Being present in the parish for about 3 or 4 hours per week for normal office hours outside of rehearsal time. The office hours should be set and should be used to meet weekly with the pastor and for any administrative duties in the parish office.
7. Play monthly at the First Friday evening exposition, benediction, and Mass.
8. Helping on a one-to-one basis or with small groups with singing and understanding chant outside of the regular rehearsal times.
9. Direct a summer children's program (i.e. Chant Camp). The purpose of the summer program is to introduce chant to children and have the group able to sing a Mass by the end of the week.
10. Direct the choirs at various holy days and special parish events (i.e.: confirmation masses, visitation by a bishop, and solemn vespers ceremonies, etc.)
11. Direct the music at the parish for all weddings, funerals, etc. Fee is in addition to the base salary. The employee has first right of refusal, and when outside musicians are requested and approved, may set a bench fee with the approval of the pastor.

12. The Choir Season will usually run from Labor Day Weekend through about the end of June (usually around the external solemnity of the Sacred Heart, or the Feast of Saints Peter and Paul.) During the summer the High Mass reverts to a Low Mass with hymns to give the choirs break.
13. Be responsible for the coordination of instrumental and vocal musicians for special ceremonies. Expenditures in this area are subject to the direct approval of the Pastor.
14. Be responsible for the purchase of all music and music supplies. Maintain the music library in an orderly fashion and maintain, at the parish expense, a suitable number of copies of musical pieces for the choirs or ensembles.
15. Supervise maintenance, storage, and cleaning of choir garments, as well as keep the choir loft and the employee's work area clean and tidy.
16. Find a suitable replacement when the employee is on vacation. Arrange for all paperwork necessary during the absence and adequately notify the choirs.
17. The employee will comply with the archdiocesan policies on safe environments for children, and make sure that the volunteers associated with the music program also comply with the policies.
18. Salaried compensation based upon experience. The position qualifies for Archdiocesan benefits.

To apply please forward C.V. to:  
Fr. Gismondi FSSP  
Pastor, St Mary Catholic Church  
140 W. Hector St  
Conshohocken PA, 19428.  
[st.marylatinmass@gmail.com](mailto:st.marylatinmass@gmail.com)  
(email is preferred)

Jan 2019