

Old St. Joseph's Church

Interim Director of Music Ministries Job Description

Position Title: Interim Director of Music Ministries

Reports To: Pastor, Old St. Joseph's Church

Work Schedule: September 2017 through at least the end of December 2017. Note: At this time we do not have the time to do a full-fledged search for a permanent director. This does not mean that the interim director will not be considered for the regular position if the interim director and the parish are a harmonious match.

Parish Description:

Old St. Joseph's Roman Catholic Church is Philadelphia's oldest Catholic Church. It was founded by the Jesuits in 1733 and is still staffed by Jesuits and their lay colleagues. The parish is located in the historic Society Hill section of Philadelphia, just two blocks from Independence Hall National Park.

Just as Society Hill is a vibrant, growing, and diverse urban neighborhood, the Old St. Joseph's parish community is vibrant, growing, and diverse. Nearly half of the parish's 1,200 registered members are single person, though more and more young families are joining the parish community. Old St. Joseph's draws parishioners from across the Philadelphia metropolitan area. All persons are welcome at Old St. Joseph's. Parishioners are attracted by the welcoming community (nearly 300 of 336 parishioners at a recent Sunday Eucharist indicated that they felt at home and welcomed at OSJ), the connection to the Jesuits and their distinctive spirituality, the parish's extensive social justice and the outreach ministries, and the parish's excellent liturgies and liturgical music.

Old St. Joseph's has a long social justice and outreach tradition, devoting nearly 20% of its revenue to the care of the poor, the sick, and the otherwise disadvantaged. The parish is currently expanding its education, faith formation, and ecumenical programs consistent with Jesuit and Archdiocesan apostolic priorities.

Old St. Joseph's has gained a reputation in the Philadelphia area for well-planned, well-executed Eucharistic liturgies, including liturgical music of the highest quality. The parish's musical program draws on the full musical tradition of the Church, from traditional hymnology and Gregorian chant and polyphony, through Taverner and Byrd, to Elgar and Bernstein. Parishioners understand that good liturgical music is music that serves and enhances the liturgy, and that good liturgy is liturgy that promotes the full, active, and conscious participation by the Assembly demanded by Vatican II.

Position Requirements and Qualifications

General Requirements and Qualifications:

The Director of Music Ministries must possess the relevant skills and qualifications as stated in "Qualifications for the Director of Music Ministries—A Policy Statement" adopted by the Members of the Director of Music Ministries Division of the National Association of Pastoral Musicians, June 18, 1993, with special attention to the following:

- The Director serves as a pastoral minister to the parish community; as such, he/she must be a person of faith and an active member of the Old St. Joseph's worshipping community.
- The Director must possess and further develop a high level of skill in applied music, music theory, and the history of music. He/she must be able to adapt, transpose, and write music for the use in parish liturgical services.

- The Director must be able to collaborate with a number of other individuals in meeting his/her responsibilities.
- The Director must have extensive knowledge and understanding of and commitment to the Roman Catholic theology of Eucharist and Church and to the Roman Catholic liturgical principles and practices, especially regarding the necessary and proper role of music in the community's worship.
- The Director must be familiar with and be able to provide the highest quality of music from the full range of the Roman Catholic musical tradition from Gregorian Chant and Renaissance Polyphony through modern compositions.

Specific Requirements and Qualifications:

- Undergraduate degree (graduate degree preferred) in music and/or related disciplines
- Proficiency in organ and keyboard technique and accompaniment, including improvisation
- Proficiency in choral technique and choral direction
- At least three years of experience as a music director

Directors Duties and Responsibilities

The Director's primary responsibility is to enable the Assembly's full, active and conscious participation in the parish's liturgical life. Specifically, he/she is expected to:

- Plan and provide a broad repertoire of liturgical music, including preparation and integration of the details of the liturgy with its musical elements, with the assistance of the pastor; selection of appropriate music to enhance such liturgies; assistance with the details of "liturgical choreography" and the smooth flow of the services, as follows:
 - Four Sunday Masses, specifically:
 - Cantor and accompaniment at 9:30 AM and choir and accompaniment at 11:30 AM Sunday Masses (11:30 choir active from September through mid-June, cantor from mid-June through Labor Day weekend)
 - Cantor and accompaniment at 5:30 PM Vigil Mass
 - Choir and accompaniment at 6:30 PM Sunday Mass
 - Holy Days: Solemnity of Mary (one Mass), Easter Sunday (7:30; 9:30 & 11:30 AM) Ascension Thursday (Noon & 7:30 PM), Assumption (Noon and 7:30 PM), All Saints (Noon & 7:30 PM), Immaculate Conception (Noon & 7:30 PM), Christmas Eve (4:00; 6:30 & 9:00 PM), Christmas Day (10:00 AM)
 - Triduum services
 - Ash Wednesday (Noon & 7:30 PM), St. Ignatius Day (July 31), St. Joseph's Day (March 19), and All Souls Day
 - As many as six special annual events (e.g., Advent and Lent Reconciliation services)
NOTE: This is basically our Ars Sacra Program now
- Identify, recruit, prepare, schedule, and direct the musicians, singers, and instrumentalists necessary to carry out the liturgical music program, including:
 - Two parish choirs (11:30 AM and 6:30 PM Sunday Masses);
 - Cantors
 - Other individual parishioners as appropriate

- Encourage and develop the musical abilities of the Assembly, including teaching them appropriate hymns, psalms, acclamations, and Mass settings;
- Attend and participate in monthly liturgy committee and parish staff meetings and occasional special liturgy planning meetings;
- Collaborate with parish administrative assistant in the preparation of the weekly and any special worship aids;
- Maintain the parish music library and obtain necessary copyrights/licenses
- Prepare the music program's annual budget and participate in the parish's annual budget preparation process
- Assist in the maintenance of parish-owned musical instruments
- Undertake his/her own continuing education, growth, and training in his/her field
- Perform other related responsibilities as request (very limited)

Compensation

The salary offered is within the range suggested by the American Guild of Organists, and benefits are offered.

In addition, the Director has the right of first refusal of opportunities to provide music for a fee for weddings (approx 65-80 per year) and funerals at the parish.