



Job Title: Director of Parish Music

Location: Saint Joseph Church, Downingtown, PA

Job Type: Full Time

Reports to: Pastor

Job Summary

Saint Joseph Parish is seeking an experienced music director to lead our music ministry program. The ideal candidate will have experience in directing an adult choir and be skilled in training cantors. Proficiency in playing the organ and piano is preferred.

Qualifications:

- Must be a Catholic in good standing, in full communion with the Catholic Church, and an active member of a Roman Catholic Parish.
- Bachelor's degree in music (or a related field) with a strong knowledge of Catholic worship and liturgy.
- Must have a minimum of 2-3 years' experience in directing a parish-based music ministry program/liturgical choir.
- Must have exemplary communication and interpersonal skills (working with adults and children alike, as well as high school students).

Key Responsibilities

- Report to and collaborate with the Pastor and other parish musicians as well as members of the pastoral staff in formulating and implementing the parish music program.
- Coordinate music and support for three (3) weekend Liturgies, Holy Day Liturgies, funerals, weddings and other parish events as appropriate.
- Direct and rehearse the adult choir (approximately 35 voices), ensuring a high level of musical quality and liturgical appropriateness.
- Recruit and train cantors, rehearsing with them as necessary.
- Communicate with all other parish musicians to ensure a smooth operation for all liturgical celebrations.

- Consult and collaborate with pastoral team members who are directly involved in various rites and sacramental celebrations, e.g., OCIA, First Eucharist, Penance, and Confirmation.
- Maintain the music library, ensuring that all materials are organized and accessible.
- Manage the music ministry budget, including the purchase of new music.
- Stay informed of current developments in liturgy and music, and direct parish ministers to available training and formational opportunities.
- Attend and participate in monthly general parish staff meetings.

Application Process

- Interested candidates should submit resume, cover letter and references to MaryBethM@stjosephrc.org
- Salary commensurate with experience