

Saint Ann Parish – Director of Music Ministry

Saint Ann Parish Phoenixville, Pennsylvania is seeking candidates for the position of Director of Music Ministry. We are a dynamic multi-generational parish of 2,100 registered families, located in the suburbs of the Archdiocese of Philadelphia. The Mission Statement of the Parish is “To Grow In Grace Through Jesus Christ.”

Responsibilities include:

Providing music for weekend Masses and other major liturgical celebrations including but not limited to: Holy Days, the Triduum, Holy Family Regional School Masses, parish missions, and other sacramental celebrations. Serves as choir director and accompanist. Plays for and coordinates the music for weddings and funerals.

Objective: To help all members of Saint Ann Parish grow in grace through Jesus Christ by supporting their singing of God’s praises as they meditate upon the text of the scriptures, hymns, psalms, acclamations, and choral compositions during all Masses and services for which music is an integral part. The music must be of the highest quality so as to be spiritually inspirational.

Skills Required: Minimum of Bachelor of Arts in Music; strong keyboard skills on both piano and organ; strong choral and instrumental conducting skills; experienced vocal coach; ability to arrange and compose choral music; ability to arrange instrumental music; well versed in music theory and pedagogy, strong interpersonal skills; strong leadership ability. The ideal candidate holds a pleasant disposition, works well with others, can deal with stressful situations, and is attentive to detail. Experience with Sibelius or equivalent, Microsoft applications, Google Workspace, and Ministry Scheduler Pro is preferred. Candidate must be a practicing Catholic and have all current clearances including PA Child Abuse History Certification, PA Criminal Record Check, and FBI Fingerprint Clearance.

Job Summary:

- Plan the music for all Sunday Masses (hymns and psalm selections based on readings for the liturgical Sunday)
- Plan the music for all Holy Day liturgies throughout the year including Feasts and Solemnities and especially the music for the Triduum.
- Plan and perform music for Masses with school children - usually monthly as arranged by the school.
- Work closely with the DRE for all special liturgies, events, or masses and be available to play for them and arrange for a cantor. Plan music for other liturgies such as Confirmation, First Communion/Reconciliation, Forty Hours, or Evensong.
- Continue the development of the adult choir and the expansion of their repertoire through rehearsal and vocal training. (Choir rehearses every week on Thursday and Sunday and sings every Sunday and for other special liturgies or concerts September through May.)
- Must be able to conduct while simultaneously playing the piano or organ.
- Establish contacts within the parish Religious Ed program, Holy Family Regional School and our surrounding schools to develop and conduct a children and youth choir. (Youth choir rehearses every week and sings once or twice a month September through May.)
- Maintain and develop the cantor ministry by providing vocal coaching, musical instruction, and inspiration for them to proclaim the psalms and lead the congregation. Cantors meet every 8 to 12 weeks.
- Schedule cantors for all parish liturgies. Publish a schedule of cantors and hymn selections to share with the pastor and other priests.

- Assist couples in selecting appropriate music for their wedding. Must determine that all music requested for a wedding is appropriate. Hire a vocalist from among Saint Ann cantors and instrumentalists as requested to enhance the liturgy. Arrange music for the vocalist and instrumentalists. Purchase music as needed. Perform and conduct at the wedding.

- Play for funeral masses and arrange for a cantor as requested. Meet with the families to assist in the selection of music and readings for the funeral Mass as needed.

- Maintain professional skills through continuing education opportunities and personal practice.

- Keep abreast of current growth and learning opportunities for liturgical music in the Catholic Church.

- Maintain memberships in National Pastoral Musicians (NPM) and the Association of Church Musicians of Philadelphia.

- Attend informational sessions and conventions for liturgical musicians as available (such as the NPM Convention).

- Maintain a library of choral music both contemporary and traditional.

- Work closely with the business manager within a financially responsible budget.

- Maintain license to reprint and live stream music including reporting all such use to OneLicense.

- Work in close collaboration with the pastor and meet on a weekly basis as needed.

- Work with the Pastoral Assistant and others on the parish staff and meet as scheduled.

- Work with the pastor and the liturgy committee in planning all liturgies by attending seasonal liturgy committee meetings.

- Collaborate with the Hispanic Music Ministry and support our other multicultural music ministries.

Interested applicants for this full time parish role should send a cover letter, resume, and professional reference to businessmanager@churchofsaintann.org