

Position Description for Choir Director/Organist at St. John Neumann Parish

Summary: Directs and coordinates an excellent and comprehensive music and choral program for liturgies at St. John Neumann Parish. Accompanies on organ and/or piano at weekend Masses, Holy Days, and other special liturgies.

Weekly Responsibilities:

- Develop and support ongoing congregational singing
- Lead choral music program for the 10 a.m. Mass
- Schedule, train and rehearse cantors for all Masses
- Direct and provide accompaniment for choir rehearsal on Wednesday evenings from mid-August to mid-June
- Direct and provide accompaniment for the choir at the 10:00 a.m. liturgy on Sundays from mid-August to mid-June
- Accompany cantors on organ/piano at Saturday 5:15 p.m. and Sunday 8:00 and 10:00 a.m. Masses year-round
- Direct and accompany children's choir at the 5:15 p.m. Saturday Mass twice a month during the school year with practice weekly during the school year
- Accompany school Mass twice a month during the school year
- Prepare a budget for music and present it to the Finance Council
- Utilize prayer, social interaction, and other ways to communicate to retain and inspire within the music ministry a caring and Christ-centered sense of mission
- Ensure all safe environment policies of the Diocese of Charleston are implemented within all programs managed by the Director of Music at St. John Neumann Parish
 - Ensure Safe Haven training and background checks for volunteers who work with children and vulnerable adults
 - Model personally and ensure volunteers know and practice all policies and procedures that ensure a safe environment

Other Responsibilities:

- Practice with and direct the choir for special feast days, including Christmas, Holy Days of Obligation, Holy Week, and sacramental celebrations
- Maintain well-organized library and distribute music as needed to choirs/cantors (using iPads for main choir and cantors)
- Create occasional musical programs that offer spiritual and artistic enrichment for the parish outside of the liturgical setting (e.g. an Advent/Christmas choral program, concerts)
- Work as a team with other staff and volunteers who prepare sacramental celebrations
- Collaborate with the Director of Prayer and Worship in the development of worship aids when needed
- Schedule substitute musicians as needed
- Work with additional instrumentalists for special liturgies
- Recruit, train, and supervise new volunteer musicians and singers
- Attend regularly scheduled staff meetings
- Other tasks as assigned by the Pastor

Additional Roles Remunerated Separately:

- Availability to assist with funerals—compensated by the funeral home
- Availability to assist with weddings—contracted by the couple

Qualifications:

- A degree in music preferred and/or extensive music ministry experience
- Excellent piano/organ, choral/cantor conducting, and arranging skills
- Knowledge and facility in various music styles (standard, traditional, chant, contemporary, gospel, praise and worship)
- Comprehensive knowledge of Roman Catholic liturgy
- Working knowledge of sound and video systems

Compensation:

Salary commensurate with experience

Annual leave per Diocese of Charleston policy

4 weekends off per year

Health and Retirement benefits

\$1500 allowance for continuing education