

THE CHURCH OF ST. MARY-ST. JOSEPH AND OUR LADY OF MT. CARMEL
Part-time Position of Parish Director of Music-Organist
Start Date: ASAP

SMSJ-OLMC Parish Office
231 Church Street, Poughkeepsie, NY 12601
(845) 452-8250

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1. Plan, prepare, direct, and ensure music is provided for Masses and other Liturgies and events. (The organ must be used at all Liturgies with music.)**
 - A. Sunday Masses
 - B. Holy Days of Obligation
 - C. Holy Week Liturgies
 - D. Parish Patronal Feasts/Solemnities
 - E. First Holy Communion, Confirmation
 - F. Adoration of the Blessed Sacrament with Exposition and Benediction
 - G. Weddings, Funerals, Memorial Masses, Quinceañeras
 - H. Christmas Pageant, Lessons and Carols
 - I. Others

- 2. Administration**
 - A. Report to the Pastor and implement Pastor's music directives.
 - B. Develop youth choir, adult choir, schola, music ensemble.
 - C. Solicit accomplished cantors, organists, other musicians.
 - D. Manage music finances, records, maintenance of instruments.

REQUIREMENTS

1. Exceptional ability to sing and conduct.
2. Knowledge of Catholic Liturgy, including use of Latin Mass parts and traditional, sacred liturgical music.
3. Commitment to the spiritual mission of the parish.
4. Interpersonal, communication, and organizational skills.

COMPENSATION

1. Salary commensurate with education and experience.
2. Three weeks paid vacation.
3. Weddings, Funerals/Memorial Masses, Quinceañeras compensated separately.

APPLICATION

Please, submit the following:

1. *Curriculum Vitae* with cover letter
2. Sample recordings (website links accepted), if available
3. Sample programs, proposed list of hymns, other written work, if available
4. A list of three references (priest, professional musician, employer, etc.)

Via mail

The Church of St. Mary-St. Joseph and Our Lady of Mt. Carmel
231 Church Street
Poughkeepsie, NY 12601
ATTN: PARISH MUSIC DIRECTOR-ORGANIST

Via email

D526@archny.org

SUBJECT HEADING: PARISH MUSIC DIRECTOR-ORGANIST