

Director of Music - Parish of Mater Christi

Location: Parish of Mater Christi
40 Hopewell St., Albany, NY 12208

Supervisor: Pastor

Part-Time (25 hours/week) Position:

The Director of Music is responsible for providing liturgically appropriate music for Masses and parish celebrations, including Mater Christi School liturgies. The Director of Music leads the congregation in song and directs an adult choir and possibly a youth choir. In collaboration with the Pastor and other parish staff, the Director of Music plans and coordinates a comprehensive music program for the liturgical year. The Director of Music will have strong vocal ability to serve as song leader/cantor and is an accomplished keyboardist with a mastery of both organ and piano.

Responsibilities in Directing the Choir:

- Direct, recruit, and train one or more choirs (adult, children)
- Lead weekly choir rehearsals in preparation for the 11 am Mass and occasionally for other Masses and special services. (post-Labor Day to Pentecost)
- Rehearse a four-part (SATB) choir with a range of skill/talent/musicality, isolating each part for review.
- Schedule coverage during the Director's absence.
- Provide the choir and/or congregation with the theological, literary or musicological understanding of choral music chosen.
- Examine new choral music from various publishers, selecting pieces with suitable text and representing a range of musical styles and traditions appropriate to the parish community.
- Develop cantors and singers of all ages.
- Supplement the parish's *Glory & Praise* hymnal with the parish's extensive library of octavo pieces.
- Explore polyphony, chant and instrumental music during the liturgy.

Responsibilities as Organist and Pianist:

- Provide liturgically appropriate music for three weekend Masses, funerals and other parish celebrations/liturgies and Mater Christi School liturgies.
- Select organ or piano music, usually a prelude or postlude, including new compositions, hymns, and songs that are familiar to the congregation.
- Create an appropriate balance between traditional and contemporary Catholic music.

Other Responsibilities

- Manage use and maintenance of the parish's musical instruments, sound system, and bell system.
- Manage parish copyright and video rights licenses.
- Serve on the Parish Liturgy Committee.
- Improve the quality of the playing and singing of music volunteers, cantors, and self through training and workshops.
- Remain current in liturgical music through professional journals and educational conferences.
- Recruit volunteers for choir, instrumental, and cantor positions.
- Develop and maintain the budget for the music program.
- Maintain lists of music leaders and substitutes inside and outside the parish.
- Coordinate with the school religion and music teachers in choosing music for the school liturgies.
- Create opportunities to engage young people in participation of liturgical music.

Minimum Requirements:

- A degree in music, music education or conducting or training comparable to a degree.
- At least two years of liturgical music performance experience.
- Accomplished keyboardist with mastery of both organ and piano.
- Experience with vocal and cantor training.
- Experience leading a choir.
- Advanced music performance skills acquired through formal training and performance experience.

Required Skills:

- Working knowledge of and respect for the traditions and teachings of the Roman Catholic Church.
- Comprehensive knowledge of liturgical music and liturgy for the Catholic Church, including familiarity with documents and rites about music.
- Strong vocal and keyboard ability with a mastery of both organ and piano.
- Possess strong verbal and written communication skills and computer literacy.
- Dedication and commitment to the job.

Salary range: \$35,000 - \$40,000

Physical Demands:

- The Director of Music must be physically capable of accessing the choir area and church offices.
- Must have adequate hand and leg strength to arrange the choir area and instruments when necessary.

About The Parish of Mater Christi

The Parish of Mater Christi was formed by the 2009 merger of St. Teresa of Avila and St. Catherine of Siena parishes. St. Teresa's, founded in 1920, and St. Catherine's, founded in 1953, were the two Roman Catholic parishes serving the New Scotland Avenue area of Albany, NY.

The name *Mater Christi* (Mother of Christ) was chosen with parishioner input to identify a unique new parish under the unifying patronage of the Blessed Mother. The name was also historically significant: Mater Christi Seminary, the Albany diocese's former seminary for priestly formation, was located just up New Scotland Avenue from the new parish. The seminary's tabernacle now graces the sanctuary of the Parish of Mater Christi church.

The weekend Mass schedule is:

- Saturday Vigil: 5:30 p.m.
- Sunday 8:00 a.m.
- Sunday 11:00 a.m.

Mater Christi School liturgies are Friday 8:15 am during the school year.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their typical responsibilities occasionally as needed.

To Apply:

Please submit a letter of interest and resume to manager@materchristi.org by May 4.