



## **Holy Name Church**

### **Music Director & Organist**

#### **JOB SUMMARY**

Holy Name Church is seeking a part-time Music Director and Organist to serve as the Choir Director and Principal Organist. The successful candidate must adhere to the Liturgical Guidelines of the Diocese of Columbus and of the Parish to provide musical accompaniment for all liturgical and Para liturgical ceremonies, including, but not limited to parish weekend liturgies, weddings, funerals, holy days and to cooperate in providing occasional and reasonable liturgical music at other times.

#### **PRIMARY JOB RESPONSIBILITIES**

1. Direct and rehearse during the choir season, adult choir, research, and select suitable music.
2. Recruit and develop a parish adult on a continuing basis.
3. Research, review, and order new music for choirs; maintain accompaniment folders.
4. Develop Cantor Program and train and rehearse new cantors.
5. Compile type and duplicate liturgy planners and cantor schedules for all liturgies.
6. Arrange for any work necessary for organ and piano tuning, as needed.
7. Provide programs for Midnight Mass, Holy Thursday, Good Friday, Easter Vigil, and other special occasions.
8. Procure copyright and prepare music for reprint as needed.
9. Review new music, liturgical journals, etc.

#### **WEDDINGS**

1. Schedule individual meetings with bridal couples to select music, cantor, and instrumentalist.
2. Compile music for cantor and instrumentalist.
3. Schedule rehearsals with cantor and instrumentalist.
4. Approve all music requested to be performed by musicians outside the parish.
5. Complete a wedding music planning form and provide copy to cantor.
6. Maintain wedding music file.

#### **FUNERALS**

1. Contact cantor and provide accompaniment for all funerals.
2. Provide liturgy planning and music in folder for cantor.
3. Rehearse with cantor and instrumentalist.

**Required:** Compliance with BCI&I background checks and completion of Protecting God's Children Program (PGC). Job offer is contingent on successful completion of both the background and PGC Program.

**Education:** Master's Degree is preferred, or equivalent.

**Experience:** Minimum 3 years parish music experience or similar experience is required.

Please forward resumes by Friday, June 23, 2017 to: Father Antonio Carvalho

Administrator Pro-Tem

Holy Name Church

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