

THE CHURCH OF ST. MARY-ST. JOSEPH AND OUR LADY OF MT. CARMEL
Part-time Position of Director of Music and Organist

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. Other special Liturgies

2. **Concerts and Recitals**
 - A. Christmas Pageant, Lessons and Carols
 - B. Others

3. **Personnel**
 - A. Report to the Pastor, submit proposed music for the month for approval at least a month in advance, and fully execute Pastor's music directives.
 - B. Coordinate and work with fellow Parish employees and volunteers
 - C. Develop youth choir, adult choir, schola, music ensemble
 - D. Solicit accomplished cantors, organists, other musicians
 - E. Engage and maintain a visible presence at staff meetings, parish events, etc.

4. **Finances**
 - A. Manage the music budget, records, maintenance
 - B. Work with the Business Manager and Accountant to meet all financial obligations

5. **Fabric**
 - A. Maintain the church's musical instruments, including Allen organs, timpani drums, etc.
 - B. Organize the extensive choral library.

REQUIREMENTS

1. Exceptional ability to play the organ.
2. Thorough knowledge of traditional music of the Catholic Church, particularly Gregorian chant and polyphony, and the ability to conduct.
3. Exceptional knowledge of Catholic Liturgy, including use of Latin Mass parts.
4. Commitment to the spiritual mission of the parish.
5. Interpersonal, communication, and organizational skills are essential.

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. Cover Letter
2. *Curriculum Vitae*
3. Sample recordings (website links accepted)
4. Sample programs, proposed list of hymns, other written work
5. 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: MUSIC SEARCH

Via email

D526@archny.org
SUBJECT HEADING: MUSIC SEARCH