

## St. Joseph Church

### Organist

#### Job Description

The organist position is a 30 hour per week position, salaried with benefits for 12 months per year. Biweekly compensation is paid to the organist.

Supervisor: The organist reports directly to the Director of Music (DOM).

Job Responsibilities: The organist is the main organist of the parish. The organist is responsible for the execution of all organ music, including preludes, offertories, and postludes, as needed in the Saturday and Sunday masses (currently 5:30PM Saturday, and 8:00 am, 10:30 am, and 12:15 pm on Sunday. ), as well as Ash Wednesday, The Pascal Triduum, The Great Easter Vigil, extra Christmas and Easter Masses, Ordination, Rite of Election, All Saints, All Souls, First Communion, May Processional, New Year's Eve, New Year's Day, Thanksgiving Day Mass, Mass of Assumption, and any other masses that may be scheduled.

- The organist works with the Director of Music and the Pastor in a collaborative effort to develop the music ministry in the parish.
- The organist is expected to periodically evaluate musical resources, traditions, and potentially adjust them according to the ministerial vision of the Pastor in cooperation/teamwork with the DOM.
- The organist assumes the DOM's responsibilities in the absence of the DOM as requested by the DOM and Pastor.
- With the direction and guidance of the DOM, plan, practice, and execute organ music in keeping with the liturgical season of the Church.
- Will give priority to accompanying Choral anthems (preludes, offertories, or communion anthems) when practicing and preparing music for Mass services.
- The organist is responsible for finding sub organists as needed to cover Masses and other duties such as weddings and funerals when sick, on vacation, or otherwise unable to play.
- Rehearse cantors for all Masses assigned.
- Provide accompaniments for all regularly scheduled choir rehearsals and for all special "dress rehearsals" as needed (Wed. from 6:30-8:00 PM) This includes playing parts via open score and reductions.

- Meet with the DOM on a regular basis for planning purposes.
- Coordinate, with DOM and wedding coordinator, all music for weddings with additional compensation defined as the following: \$300/wedding, that includes the planning session with the bride and additional rehearsals with instrumentalists as needed.
- Coordinate, with DOM and Pastor, funerals with additional compensation defined as the following: \$200/funeral.
- Schedule and oversee the professional maintenance of the St. Joseph church organ, and other parish instruments, such as pianos.
- Maintain musical excellence through adequate practice time.
- In conjunction with the DOM, rehearse guest musicians as needed.
- Keep current regarding trends and directions of sacred church music in the Catholic church to assure all music used in liturgical services and special activities is appropriate in accordance with the church traditions as well as current practices and dictates of Church authorities.
- Perform any other related duties to the position as designated by the Pastor
- Be prepared, on time, and dressed appropriately for all liturgies, rehearsals, and special services.
- Understand the requirements of the lectionary, liturgical calendar, Roman Missal, and sacramental rites.
- Improvise comfortably and naturally for every aspect of the Mass. (for example, during the preparing of the gifts for the Offertory, before and after communion when hymns do to allow for enough time, and interludes for first and last hymns as needed to allow for time to incense and or make it around the alter and to the center aisle for the recessional etc.)

Salary Terms and Summary: 30 hours per week. Salaried at \$44,000.00 annually (not including weddings and funerals). \$1500 stipend for yearly professional development to maintain professional competence. Organist right of first refusal for weddings and funerals. \*If family/bridal party has requested a specific organist, the organist must relinquish first refusal rights\*

## Qualifications

- Must hold credentials from an accredited college, university or conservatory, with at least a Bachelor of Music, sacred music or music performance degrees, with major concentration in organ.
- Must possess a thorough knowledge of the organ as an instrument and sacred music as an art form to the degree that proficiency is evident in playing technique, registration, musical phrasing, dynamics, and sight-reading.
- Must have studied at an accredited college, university or conservatory, and applied himself in the practice of conducting choral and/or instrumental ensembles.
- Must be able to perform organ literature required at the master's level and must possess a varied repertoire of organ literature, plainchant and hymn arrangements, but be particularly sensitive to Roman Catholic church organ literature.
- Must have prior experience as a rehearsal accompanist for soloists, choral/instrumental groups, and be sensitive to a team approach with director of music ministries.
- Must be able to conduct adult, children and youth choral, handbell and instrumental rehearsals in the absence of the DOM as needed.