

Corpus Christi Watershed is a 501(c)3 public charity. **Our organization does not endorse (or denigrate) any specific job offer.** We merely pass them along to those who might be interested.

Adult Choir Director (Part-time)
Saints Simon and Jude Parish
SS Simon and Jude Parish, West Chester PA

PLEASE SEND RESUMES TO MARTY HARRIS
mharris@simonandjude.org with Choir Director in the subject line

Supervisor: Pastor

Summary of Responsibilities:

- Develop, coordinate and lead a vibrant adult choir of both professional/volunteer musicians and singers.
- Recruit, train and sustain choir members, cantors, and musicians.
- Prepare choir repertoire consisting of traditional and contemporary hymns
- Collaborate with Liturgical Music Administrator on Mass settings and music selection.
- Direct the choir during weekly rehearsals, additional rehearsals as needed, and for liturgies, including but not limited to three weekend Masses a month, plus closing night of Forty Hours, Advent, Christmas Eve 8pm Carols and Liturgy, Holy Week Services and Easter Vigil and any other liturgies as requested by the Pastor.
- Distribute a choir schedule that includes weekly rehearsals, liturgies and music selections. Collaborate with Liturgical Music Administrator and Contemporary Music Coordinator.
- Provide necessary music for all choir members and any supplemental musicians participating in Liturgy.
- Meet with pastor as needed to coordinate liturgical celebrations.
- Attend liturgy committee meetings when needed.
- Remain current in regards to new developments in music and liturgical settings
- Monitor copyright restrictions and ensure appropriate licensing is maintained.
- Collaborate with the Parish Secretaries, Parish Services Director and other staff as needed to ensure timely communication and effective implementation of responsibilities.
- Maintain the music library and choir equipment.
- Participation in liturgical workshops and continuing education is supported.

Breakdown of Choir Director monthly time commitment: August - June:

- Rehearsals: Run approximately 3 hours each (including arrival and cleanup)
- Rehearsal 1x per week with additional day of Choir rehearsal that may be needed for 40 Hours, Advent, Christmas Eve, Lent, Holy Week and Easter Vigil.
- Choir Masses: Approximately 2 hours - 30 minutes for warm up, 30 minutes for clean up.
- Choir Mass 3x per month September- June, plus 40 Hours closing night, Christmas Eve, Palm Sunday, Holy Thursday, and Easter Vigil.
- Approximately 10-20 hours quarterly for choir music preparation.
- Choir Director Requirements: Bachelor's degree in music, music education, or related field is preferred. Proven experience working as a choir director. Knowledge and experience in reading SATB Octavos and possess basic keyboard skills. Sound musical knowledge. Strong leadership and listening skills. Effective communication skills. Practicing Catholic