



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Director of Music**

**Opening Date:** September 13<sup>th</sup>, 2017

**Closing Date:** October 15<sup>th</sup>, 2017

**Location of Job:** St. Stephen Catholic Church

**Location Address:** 1112 SE 41<sup>st</sup> Ave, Portland, OR 97214

**Position:** Full Time

**Position Summary:** Seeking a Music Director to join the St. Stephen's team. We are looking for someone to provide effective planning, coordination, and execution of music within the liturgical celebrations of the parish, and coordinate and direct the parish music program, planning music in collaboration with the Pastor.

About our choirs and music programs:

- Parish choir for the Ordinary Form - This choir sings every week using the Simple English Propers by Adam Bartlett, and others on occasion such as from the Graduale Romanum, and those by Fr. Samuel Weber, Bruce Ford, etc.; various Ordinary settings, including those in the Vatican Kyriale, plus ICEL chants and some choral ordinaries - e.g., Mass of the Resurrection, Heritage Mass.
- Schola for the Extraordinary Form - This group is capable of singing the propers for a Missa Cantata/Solemn Mass, especially from the *Chants Abrégés*, but they are greatly improved when they have good direction and sometimes they need a hired professional voice or two to augment and lead them, particularly with the Gradual, Alleluia/Tract. They currently sing about once a month in the evening for a weekday feast. We would like to expand that to 2-3 times a month, which would mean singing at the 8 am Sunday Latin Mass once or twice a month and one or two feast days per month. Ideally, we would like to have a Sung EF Latin Mass weekly.

- Children's choir – We'd love to revamp this choir. We currently have a 'homeschool day at the parish' once a week on Tuesdays during which we would like to have the children learn the Ward Method for singing chant and have the older kids form a schola that can sing with the EF Schola - and possibly do other musical things.
- Currently, we are chanting Latin Vespers in the church on Sunday afternoons at 5 pm. It is informally liturgical and women and men's voices alternate. Whoever shows up and is willing sings. This would benefit from a choir director and organ accompaniment, including polyphony settings of antiphons, responsories, and Latin hymns.
- Funerals/Weddings – The Choir/Schola currently sing the Latin or English Propers for the Requiem Mass/Nuptial Mass. Ideally for Funerals, we would like to offer a choice of either Chant, or the choice between two polyphony settings of the Requiem Mass - for either Ordinary or Extraordinary Form.

### **Job Duties:**

- Coordinates and directs the parish music programs, planning appropriate music for all sacramental celebrations in collaboration with the Pastor and assisting him as needed.
- Responsible for organ performance of preludes, elevations, voluntaries, and improvisations on melodies from the chant or hymn melodies.
- Provides leadership in areas related to liturgical music and encourages participation of the parish community in various liturgies. Serves as consultant to parishioners for planning sacramental liturgies, i.e., weddings and funerals, according to parish guidelines.
- Provides music and musicians for all Sunday, special liturgical and major celebrations, including weddings and funerals. Recruits, auditions and trains cantors and accompanists as needed.
- Directs three Parish choirs, including a Parish choir for the Ordinary Form, a schola for the Extraordinary Form and a children's choir.
- Coordinates services and schedules of parish musicians, rehearsals, practice times, etc., communicating with church office as needed.
- Coordinates and schedules regular maintenance of pipe organ. Maintains supplies needed for rehearsals and performance: for musicians, liturgy, choir loft.
- Observes national and Archdiocesan guidelines regarding youth and young adult ministry and religious education policies.
- Responsible for stocking and ordering goods for the sacristy including incense, palms, ashes, and candles.
- Plans seasonal events, concerts, recitals, plays, festivals; coordinates liturgical calendars, feast days, and liturgical seasons.
- Coordinates annual fund raiser for music program.
- Responsible for study and preparation for organ and singing practice.

- Schedules liturgical ministers including servers, readers, EMHCs and visiting priests.
- Performs other work-related duties as requested

**Skills / Education:**

- Proficiency in sight-reading the Latin chant of the Graduale Romanum, and a familiarity with chironomy, preferably of the Solemnnes method, with an ability to direct a schola of amateurs and, on occasion, hired professional singers.
- Working knowledge of liturgical Latin, at least enough to identify words in the text with the help of an accompanying translation.
- Understanding of the differences between the Ordinary and Extraordinary Forms of the Roman Rite. Familiarity with the magisterial documents on sacred music (Pius X, Pius XII, Vatican II and post-conciliar). Willingness to employ various licit options for the use of sacred music in both forms (for example: accompanied and unaccompanied chant; the use of Renaissance polyphony; classical, baroque, romantic, and 20th century sacred music (and possibly even newer) including a cappella, organ, and orchestral settings. English plainsong (ICEL Chants, Fr. Samuel Weber, Bruce Ford, Adam Bartlett, etc.). Metrical Hymns (Liber Hymnarius, Lumen Christi Hymnal, other good hymns, faux-bourdon, etc.).
- Proficiency in recognizing and singing the Roman Psalm tones (I-VIII and peregrinus tone) and the modes from which they are drawn in order to direct a Vespers schola.
- Bachelor's degree in Music, specialty in organ performance and/or conducting preferred. 2-3 years of experience, or a combination of education and experience. Experience teaching music to children.
- Must be practicing Catholic in good standing with the church.

**To apply, please send your resume and cover letter to [eandersen@archdpdx.org](mailto:eandersen@archdpdx.org)**