

THE PARISH OF SAINT JOHN NEUMANN

17951 Dixie Highway, Homewood • Illinois 60430
Telephone: 708-798-0622 • Fax: 708-798-6137

Job Title:

Coordinator of worship and music ministry

Hours:

Part time

Parish:

St John Neumann Parish
17951 Dixie Highway
Homewood, IL 60430

Description:

St. John Neumann Parish in Homewood, IL is seeking a qualified part-time Organist/pianist to coordinate our worship and music ministry, beginning as soon as possible. Our parish is a vibrant community in the Village of Homewood, serving a multi-ethnic population. The coordinator of music works collaboratively with the Pastor and other musicians of the parish in planning and implementing the music and liturgies, incorporating the rich tradition and range of sacred music, along with nurturing of the choir.

Compensation is based upon Archdiocesan guidelines and experience

Responsibilities

- The overall planning and execution of music for one or two weekend Masses, plus Holy days of obligation and Solemnities, Christmas, Ash Wednesday, Thanksgiving, the Sacred Triduum, and Parish Sacraments (first Reconciliation, First communion, and confirmation)
- Coordinates, plans, and provides music for Weddings, funerals, and Quinceaneras, playing and singing, if necessary, which are all compensated additionally to the salary for this position.
- Rehearses and conducts parish choir (30 voice SATB adult volunteers) and cantors. Responsible for recruitment of additional choir members and instrumentalists when needed.
- Acts as choir director for one or more choirs
- Maintains choir and instrumental libraries (550 title) with assistance of volunteer librarian and manages all copyright subscriptions and licenses.
- Participates on Liturgy Committee, acting as liaison and liturgical resource for the pastor and various ministries
- Maintain parish instruments and schedule regular preventative maintenance and tunings
- Bilingual a plus.

Qualifications:

- Bachelor degree in Music, Masters degree preferred. Concentration in organ, choral conducting or Liturgy highly valuable.
- High degree of proficiency in both organ and piano; strong vocal ability preferred
- Demonstrated skills as a choral conductor with 2-5 years work experience in parish setting preferred
- Active, practicing Roman Catholic preferred.
- Good understanding of and respect for Catholic liturgical practice, various liturgical music, Catholic values and teaching.
- Exhibits flexibility with sacred musical genres and traditions.
- A positive and professional demeanor with parishioners, co-workers, volunteer music ministers, and guests required.
- Ability to sing and play when necessary preferred.

Application process:

Send cover letter and detailed resume to:

Agatha Kienzle
Office Manager
St. John Neumann Parish
17951 Dixie Highway
Homewood, IL 60430

akienzle@archchicago.org