

POSITION ANNOUNCEMENT



Our Lady of Hope Roman Catholic Church
Port Orange, Florida
website: ladyofhope.org

A dynamic parish of over 1,250 families with a myriad of liturgical ministries serving in a charming beachside community near Daytona Beach, Fl.

Job Title: Full time-Director of Music and Liturgy

Benefits: Health insurance, pension, life insurance, 403b option

Requirements: Bachelor degree in Music required/Masters preferred with minimum of three (3) years' experience within a comparable position

Comprehensive knowledge of Catholic liturgical documents and music within liturgy

Proficient skills in organ (primary) and piano

Advanced skills in choral conducting and comprehensive knowledge of choral repertoire.

- ♣ Three present choirs; 9:00am, 11:00am, Ladies Resurrection Choir. All choirs sing in parts.
- ♣ Trained Cantor program.
- ♣ Strong managerial and budgeting skills needed.
- ♣ Highly organized and proficient in computer, electronic and musical software.
- ♣ Ability to work as a member of a vibrant leadership team.

The Director of Music/Liturgy serves as the principal organist and choirmaster of the parish. The successful candidate will be responsible for planning, coordinating and continually developing all aspects of the music ministry. Director of Music/Liturgy reports directly to the Pastor.

Responsibilities:

- ♣ Select music for all parish liturgies and para-liturgical services.
- ♣ Principal organist (especially since we are a semi traditional parish who requires excellent organist skills)
- ♣ Provide oversight of musical and clerical staff members.
- ♣ Prepare and distribute monthly cantor/organist schedule for weekend and holy day masses.
- ♣ Oversight the production of screens and for all parish liturgies and funerals.
- ♣ Primary conductor of adult and implementing children's choral programs and reviving Bell Choir.
- ♣ Provide consultation with families for music for funerals.
- ♣ Provide consultation and service for wedding couples.
- ♣ Maintain present exceptional music library and music library database.
- ♣ Oversight of maintenance of musical instruments.
- ♣ Pianos tuned regularly on rotating basis. Pipes tuned twice a year.

Instruments:

- ♣ Custom 3 manual Allen R-380/Rieger- Kloss Pipework-2002, 10 ranks including a Trumpet en Chamade- Sanctuary
- ♣ Steinway B Concert Grand 2008- Sanctuary
- ♣ Beckstein-Samick Alliance Console KMV-48 (Choir Room) 2008
- ♣ Kwai Console (Youth Room) 2011
- ♣ Allen Renaissance 2 manual C-6 in the Chapel 2008
- ♣ 3- Octave Schulmerich Handbells-Fully stocked library and peripherals.
- ♣ Young Chang Console (Parish center) 1998

Position opens as of September 1, 2024

Interested applicants, please submit cover letter and resume to:

Fr. Matt Mello, Pastor,
Maureen Kealhofer, Business/Operations Manager
mkealhofer@ladyofhope.org
386-788-6144
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