



**Job Title:** Director of Sacred Music & Principal Organist  
**Location:** National Shrine of Saint Rita of Cascia  
1166 South Broad Street  
Philadelphia, PA 19146  
**Reports to:** Executive Director  
**Supervises:** Choir Members, Instrumentalists, Volunteers  
**Status:** Part-time (roughly 10-15 hours per week); Salaried

## **ABOUT THE SHRINE**

### ***Our Mission & Vision***

Founded in 1907 by the Augustinian Province of Saint Thomas of Villanova, the National Shrine of Saint Rita of Cascia is a Roman Catholic community of prayer and worship deeply rooted in Augustinian spirituality. Inspired by the life of Saint Rita of Cascia, an Augustinian saint known as a healer, reconciler, and peacemaker, the Shrine seeks to inspire people from all walks of life to live these virtues as they come to know and encounter God and others.

As we deepen awareness of the message and life of Saint Rita, as well as the ministry of the Shrine locally, nationally, and internationally, we desire to grow as a place of prayerful pilgrimage, transforming sacrament, and compassionate pastoral services of encounter.

### ***Our Team***

The National Shrine of Saint Rita of Cascia, once a parish, but no longer so, is staffed by a dedicated team of lay employees and Augustinian Friars who report to the Executive Director, Mr. Jonathan Jerome. Since the Fall of 2017, the Shrine has been led by a lay director who works closely with the local Augustinian pastor of a nearby parish, and reports to the Prior Provincial and his council, who serve as the Shrine's Board of Directors.

### ***Our Location***

The National Shrine of Saint Rita of Cascia is comprised of an Upper and Lower Shrine. The Upper Shrine was completed in 1915 and serves as a gathering place for major liturgical celebrations throughout the year. The Lower Shrine was rededicated in 2000 and serves as a peaceful place of pilgrimage, prayer and reconciliation for people from throughout the world on a daily basis. The Shrine is located one mile from City Hall on Broad Street in South Philadelphia, Pennsylvania. For more information about the National Shrine of Saint Rita of Cascia, please visit:

[www.saintritashrine.org](http://www.saintritashrine.org)

### ***Our Instruments & Hymnals***

We currently utilize a basic, two-manual, Allen Digital Computer Organ in the Upper Shrine. It has a 32-note bass pedal board and is located in the choir loft at the rear of the church. We also have a Yamaha P-155B digital keyboard that can be utilized in the Upper or Lower Shrine. In 2021, we purchased *One in Faith* hymnals (by World Library Publications) for congregational and choir use.

## **ABOUT THIS POSITION**

The Director of Sacred Music is responsible for coordinating and overseeing all liturgical music at the National Shrine of Saint Rita of Cascia. They are responsible for building a comprehensive music ministry that supports the Shrine's rich liturgical heritage, and helps our patrons sing, pray, and worship more fully and actively. This position will be evaluated annually by the Shrine's Executive Director and has the potential to become a full-time position.

### ***Specific Responsibilities***

- Serves as the Principal Organist (and keyboardist) at all Shrine liturgies.
- Selects, prepares, and coordinates music year-round for all liturgical activities at the Shrine, according to season and need:
  - Each week for the 5:00 p.m. Saturday Vigil Mass and 10:00 a.m. Sunday Mass
  - Every 3rd Sunday (from September through May) at 12:00 p.m. for a Healing Mass
  - For major liturgies and Holy Days of Obligation throughout the year
  - For the Sacred Triduum liturgies
  - For the Solemn Novena and Feast Day of Saint Rita (May 13 – May 22 each year)
- Coordinates music and serves as or arranges an accompanist for funerals and weddings (roughly 20-25 weddings and 20-30 funerals per year).
  - Works with our Wedding Coordinator to ensure a positive, seamless experience for couples and their families.
  - Given the right of first refusal, if a request for an outside musician is made by the sacramental recipients, the Director is provided with a stipend for their role in coordinating the arrival and best success of the visiting musicians.
- Works to build a comprehensive music ministry program that appreciates and utilizes the full breadth of Catholic sacred music.
  - Encourages and teaches active participation among the Shrine's patrons by means of congregational singing at liturgies and through intentional selection of music.
  - Recruits and forms capable professional and volunteer music ministers, cantors, and choir members.
    - Prepares and conducts choir rehearsals weekly.
  - Manages budget for professional musicians and coordinates the payment of stipends.
- Seeks ongoing professional development and continuing education in the area of sacred music.
- Organizes and maintains liturgical music library, and works to ensure ethical, just, and legal practices with regard to copyright and patronizing of composers.
- Organizes and maintains all equipment used by musicians including but not limited to organ, keyboard, microphones, stands, sound system.
- Works with Shrine staff to coordinate liturgy and rehearsal schedules, bulletin music announcements, and other related social media posts.
- Performs, on occasion, other duties relevant to the mission and ministry of the Shrine.

## **ABOUT THE IDEAL CANDIDATE**

The Director of Sacred Music must be able to articulate an understanding of and a passion for the mission and ministries of the National Shrine of Saint Rita of Cascia. The ability to develop specific liturgical and musical goals will be essential to the success of the incoming Director. The Director of Sacred Music must also understand their role as a pastoral minister and have a track record of measurable results in forming choirs, picking and playing seasonally appropriate liturgical music, and establishing a comprehensive music program. Effectively collaborating with the Shrine's staff and Augustinian Friars to elevate our offerings of song, prayer, and worship will be critical to the success of the candidate.

### ***Qualifications***

- Appreciation and passion for the mission and ministries of the National Shrine of Saint Rita of Cascia and a working knowledge of the Catholic faith and liturgical rites and principles.
- A Roman Catholic who applies the teachings and traditions of the Catholic Church in their own life, and who values the role of community in corporate worship; familiarity with Shrine apostolate and Augustinian charism a plus.
- Minimum of 3 years of experience in music ministry, preferably developing and implementing a comprehensive music ministry program.
- Experience in coordinating auditions, forming cantors, and leading rehearsals.
  - Success with building relationships to recruit and encourage current and prospective choir members and cantors, over time.
  - Success with establishing a culture of congregational singing, over time.
  - Ability to manage volunteers and contract with professional musicians.
- Intentional planning and decision-making capabilities based on liturgical season, the Shrine's identity, the breadth of the Church's sacred music, the skill set of musicians, and current needs to be applied toward the development of an innovative music program with the leadership necessary to ensure its successful implementation.
- Experience with office-related technology, social media, and copyright licenses a plus.
- Must be a self-starter with an entrepreneurial spirit, innovative and able to set priorities.
- Excellent interpersonal, management and organization skills.
- Superior communication skills to express, orally and in writing, the Shrine's mission, vision, and goals with clarity, passion, and persuasion.
- Demonstrate collegiality with staff and patrons in pursuit of our shared mission.
- Bachelor's Degree or equivalent experience required; Master's or Doctoral Degree preferred.

***In the first 30-60 days, the Director of Sacred Music will:***

1. Recruit and build meaningful relationships with cantors, music ministers, and potential choir members.
2. Coordinate and facilitate immediate liturgical needs (funerals, weddings, weekend Masses, etc.), serving as the principal accompanist.
3. Begin to establish a comprehensive and sustainable liturgical music strategy.

***In the first 60+ days, the Director of Sacred Music will:***

1. Begin to implement a comprehensive and sustainable liturgical music strategy for Advent and Christmas.
2. Begin to grow a prospective choir.
3. Begin to assess needs and capabilities to encourage congregational singing.

For inquiries, or to be considered for this position, please submit the following information to the Executive Director of the National Shrine of Saint Rita of Cascia at [applications@saintritashrine.org](mailto:applications@saintritashrine.org), or mail to:

**Mr. Jonathan Jerome, Executive Director  
1166 South Broad Street  
Philadelphia, PA 19146**

- Cover Letter (250-400 words) with Salary Requirements
- Resume
- List of three references (contact information only)
- Musical Selections for the Third Sunday of Advent, Year B (including Mass Setting(s))