

## **TINA M. NASE**

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(215) 745-3211 x105

### **EDUCATION** Thomas Edison State College

B.A., Liberal Arts

St. Charles Seminary

PIMM certification in liturgy and music

Bucks County Community College

A.A., Nursing and Medical Office Management

Nazareth Academy, Philadelphia, PA

Mary Jo Stumpo Music Scholarship

### **EXPERIENCE**

Resurrection of Our Lord Church

Director of Music Ministries

August 2009 to present

-same as requirements for St. Timothy Church with the addition of a children's bell choir

St. Timothy Church

Director of Music Ministries

September 2003 to August 2009

-selection of hymns and mass parts for Sunday liturgies, distributing this information to cantors and organists for all masses, and accompanying cantor and congregation for five Sunday liturgies.

-select, teach and accompany adult choir

-speak with most families regarding appropriate selections for funeral music and being present for every funeral

-meet with all bridal couples regarding music for their wedding, help select appropriate music, distribute to cantors, organists, priest celebrating

-selection of music in conjunction with school liturgy committee, teaching children of the school for ordinary time liturgies as well as sacramental preparation

-select music, teach and direct children's choir; begin training the children as cantors to carry over into the church music program

-keep track of next of kin information as well as prepare Mass of Remembrance for all deceased parishioners on November 2nd

Archbishop Ryan High School, Philadelphia, PA

September 1997 to June 2002

Piano teacher

-teach beginning piano and music theory in a classroom setting with 16 Yamaha Clavinovas connected to music computer programs

-continue as accompanist for school liturgies, shows, chorus, band

Archbishop Ryan High School, Philadelphia, PA

November 1994 to December 2003

Accompanist for liturgies in school, school shows as well as travelling with the chorus and band accompanying for liturgies including final profession of vows, funerals, visits with Archbishop Bevilacqua and Catholic Teachers Conference held at the convention center. Flexibility on various organs was needed for such liturgies as the funeral mass for Cardinal Krol, Catholic honors convocation (Cathedral), Christmas eve mass (St. Martha's), graduation (DuPont Pavilion at Villanova University).

Nativity B.V.M. Church, Philadelphia, PA

September 1970 to December 1980

Organist

While attending school, I played three Sunday masses, helped plan Sunday and seasonal liturgies and accompanied the boy's choir.

September 1997 to September 2003

Music Director

Music Director responsibilities include:

- selection of hymns and mass parts for Sunday liturgies, distributing this information to cantors and organists for all masses, and accompanying cantor and congregation for two Sunday liturgies.
- speaking with every family regarding appropriate selections for funeral music and being present for every funeral
- meeting with all bridal couples regarding music for their wedding, help select appropriate music, distribute to cantors, organists, priest celebrating
- selection of music in conjunction with school liturgy committee, teaching children of the school for ordinary time liturgies as well as sacramental preparation
- keeping track of next of kin information as well as preparing Mass of Remembrance for all deceased parishioners on November 2nd

Professional Typing and Secretarial Services

October 1986 to October 1997

Owner/Operator

Owned and operated my own business with an office staff of six. Typed for various physician practices including family practice, neurology, endocrinology, physiatry, rehabilitation, gastroenterology, hematology, pulmonary, neurodevelopmental, cardiology. Ordered all equipment and supplies, did bookkeeping activities, met with physicians and supervisors and dealt with all matters concerning business operations.

St. Ambrose Church, Philadelphia, PA  
September 1985 to September 1993 Music Director  
-September 1985 to November 1986: interim head organist and choir director. I planned all liturgies, taught and directed the adult choir for Sunday masses as well as all seasonal liturgies and planned the cantor schedule. I also met with brides, planned, and played all weddings  
-Effective July 1992, I was also in charge of training and selecting music for the children as well as training children cantors and readers  
September 1993 to present: I remain at St. Ambrose in charge of weddings and funerals

Resurrection of Our Lord Roman Catholic Church  
October 1993 to August 1997 Music Director

Duties include all those listed above for St. Timothy Parish. In addition, I was responsible for  
-directing rehearsal for all weddings  
-seeking, auditioning, and booking performances for concert series

Mother of Divine Grace, Philadelphia, PA  
1974 to 1978; 1990 to 1997 Organist  
While in high school I played the organ for three Sunday masses. For one year I was asked to accompany the children's liturgy, plan and play for Confirmation, First Communion, and begin a youth choir. I was offered the position of music director (declined) but remained as organist at two out of four weekends per month either at Saturday evening or Sunday mass.

Little Flower High School, Philadelphia, PA  
March 1987 to June 1990 Accompanist  
Pianist for school shows and concerts. Included training young adults for major roles in show productions as well as training the chorus.

St. Thomas Aquinas, Croydon, PA  
November 1986 to November 1987 Interim Music Director  
At St. Thomas I prepared and played for ordinary and seasonal liturgies. I played all the funerals and weddings and coordinated all groups connected with liturgical services, i.e., guitar group, children's group, cantors, lectors. I formed the choir and was the director.

Pediatric Associates, Albert Einstein Medical Center, Philadelphia, PA.  
March 1985 to October 1986 Medical Assistant/Secretary

Performed medical secretary duties ranging from routine secretarial duties to keeping exam rooms stocked, scheduling and billing patients. Acted as private secretary to three full-time subspecialists. Acted as medical assistant by getting background histories, weights, and measurements, ordered specific blood tests, x-rays, etc. and followed-up with results for ten physicians. Dealt with many patients and physicians.

Division of Endocrinology, Albert Einstein Medical Center.  
August 1982 to March 1985 Medical Assistant/Executive Secretary  
As secretary to the Chairman, duties included keeping appointment book for both patients and private appointments as well as routine secretarial duties. Also performed Accucheck blood glucose monitoring on all patients as well as trained the resident staff in its use. Kept all office and patient supplies in stock, did budgets and payroll for the division and typed abstracts and grants for Chairman and his assistant.

Sacred Heart of Jesus Church, Philadelphia, PA  
January 1981 to December 1984

As head organist and choir director, duties involved planning all liturgies for Sunday mass as well as seasonal liturgies, teach and direct the adult choir for Sunday mass as well as seasonal liturgies, prepare the cantor schedule, meet with brides, plan and play for all weddings. I also covered for the organist in charge of funerals.

Office of Research Administration, Albert Einstein Medical Center.  
November 1981 to August 1982 Executive Secretary

Duties as secretary to the Head of Research Administration included keeping appointment calendar and performing routine secretarial duties. Position included keeping all office supplies in stock as well as keeping log for Waste Management and payroll. Was trained as key operator for all photocopying machines in the research building and typed grants for researchers. Was also responsible for keeping minutes on IRB, Research, and Animal Care Committees.

The Pep Boys, Philadelphia, PA  
April 1979 to August 1981

As Executive Secretary/Administrative Assistant to the Chairman of the Board, President, Executive Vice President, CEO and Controller, I used my organizational skills to set up their office procedure system. Dealt with a wide range of people including board members, lawyers, sales force, managers and customers. Implemented and was responsible for sales awards program and longevity program.

**MEMBERSHIP**      The Association of Church Musicians in Philadelphia

**REFERENCES**      Furnished upon request