

Position: Parish – Director of Liturgy and Music

Status: ☒ Full Time ☐ Part Time
☒ Exempt ☐ Non-Exempt ☐ Volunteer

Reports To: Pastor

Primary Function:

To serve as pastor's delegate in the areas of music and liturgy and liturgy committee.

Qualifications:

- BA in Music or equivalent and/or AGO
- Ability to develop and maintain strong professional relationships
- Broad ecclesiastical repertoire of traditional and contemporary music
- Strong organ and choral skills
- Outstanding interpersonal skills, and written and oral communication skills
- Must have an understanding of the Roman Catholic Church regarding liturgical theology, praxis and liturgical music
- The ability to successfully complete a criminal history and background check

Primary Duties and Responsibilities:

- Develops a prayerful, singing assembly through prayer and worship
- Coordinates the music ministry for all parish liturgies
- Participates in planning the liturgies with the Liturgy Committee
- Trains, directs, and supervises choirs, instrumental ensembles and cantors
- Meets with engaged couples for the preparation of wedding liturgies
- Meets with families of the deceased to prepare liturgy and music for funeral liturgies
- Works with Director of Religious Education to prepare liturgies for First Reconciliation, First Communion, Confirmation and Adult Initiation
- Serves as liturgist for the parish, providing education to parish and training ministers, as well as coordinating needed liturgical supplies