

St. Patrick – St. Anthony Parish
Position Description
Director of Liturgy and Music 5-5-2017

Reports to: Pastor

General Description

The Director of Liturgy and Music is a member of the parish staff with professional training and understands the relationship of music to liturgy. In conjunction with the pastor, the Director of Liturgy and Music provides leadership in the planning, execution and celebration of all parish liturgies, with special emphasis on the musical leadership, coordination and formation of parish cantors, choirs and musicians.

Responsibilities Include:

A: Liturgy

1. Works with pastor and Liturgical Commission to discern parish worship and prayer needs.
2. Participates in decision-making regarding overall and liturgically specific parish direction and activities.
3. Provides for appropriate worship environment in collaboration with the Art & Environment Committee.
4. Supervises/coordinates the recruiting, forming and scheduling of various liturgical ministers in collaboration with the Liturgy Commission, e.g., lectors, Eucharistic ministers, greeters, ushers, sacristans, etc.

B. Music and Worship

1. Invites, encourages and enhances assembly participation in the liturgy.
2. Assures on-going expansion of the parish music repertoire; exploring the breadth and depth of music suitable for {Catholic} worship.
3. Coordinates and leads all parish vocal and instrumental groups including choir recruitment and training, e.g. adult choirs, ensembles, children's choir, LifeTeen
4. Provides for the preparation of /song leaders and musicians.

C. Administration – Music and Liturgy

1. Implements and communicates liturgy and music policies; develops parish guidelines in cooperation with the pastor, Liturgy Commission and pastoral staff, remaining consistent with diocesan and national guidelines.
2. Participates as an engaged member of the parish leadership team and support staff.
3. Prepares and manages a multifaceted liturgy/music program including necessary planning, budgeting, scheduling and timely communications.
4. Maintains the parish music library.
5. Collaborates with the Director of Faith Formation and staff to plan and prepare for children's liturgies, sacraments and spiritual enrichment opportunities.
6. Coordinates regular communications with appropriate support staff, to liturgical/music ministers including scheduling, training and other informational notifications, e.g., bulletin, e-mail, etc.
7. Makes recommendations and manage the purchase of instruments, sound equipment, missalettes, hymnals, church supplies, liturgical furnishings and vestments; maintains and manages necessary repairs for instruments and sound equipment.

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8. Secures all necessary copyrights for worship aids.

D. Educator

1. Designs and coordinates training and workshops for parish liturgy and music ministers as need arises.
2. Assists the pastor in educating the parish in liturgy and music.
3. Encourages the on-going expansion of a diverse parish music program and teaches congregational singing to the assembly.
4. Serves as a resource to Faith formation staff and catechists in the selection of music and in the planning of liturgies, e.g., children's liturgies, sacramental preparation, Book Club, etc.

E. Professionalism

1. Maintains a development plan to include career, personal and spiritual growth with annual goals and objectives.
2. Stays current in liturgy and music regarding church documents, professional journals, researching new music and by attending workshops and conferences.
3. Practices to improve and maintain skills in conducting, instruments and voice as the musician is required to perform.
4. Pursues educational advancement in musical skills as required by the needs of the parish.
5. Maintains membership in professional organization.

F. Qualifications

1. Active member of the Catholic Church.
2. Bachelor of Arts degree in Liturgy and Liturgical Music preferred, or equivalent.
3. Proven leadership and organizational skill in Liturgy and Music.
4. Skills/experience in conducting, instrumental and vocal music.
5. Proven ability to work in collaboration and planning with volunteers.
6. Demonstrated experience(s) to work in collaboration with colleagues to achieve liturgy/music goals.
7. Proficient in use of MS Office Suite and ability to use Parish Soft desirable.