

POSITION TITLE: Director of Music and Liturgy
RESPONSIBLE TO: Pastor, St. Patrick of Heatherdowns
STATUS: Exempt

DESCRIPTION

The Director of Music and Liturgy is a management position in support of the Pastor's responsibilities to St. Patrick of Heatherdowns Parish. The Director of Music and Liturgy is an active member of the Parish Core Team and works with the Parish Liturgy Committee. The Director of Music and Liturgy is responsible for enhancing the worship life of the parish community through music and liturgy, encouraging full and active participation from the congregation.

RESPONSIBILITIES:

MAJOR RESPONSIBILITIES

- A. The Director is a member of the Parish Core Team and advisor to the Pastor specifically in the areas of music and liturgy, and is an active participant in other ministry areas of the parish.
- B. The Director advises the Pastor regarding parish liturgical policies and guidelines.
- C. The Director is responsible for coordinating the recruitment, scheduling, training and on-going formation of all liturgical and music ministers.
- D. The Director attends all meetings that are appropriate to this position or at the request of the Pastor.
- E. The Director provides catechesis on worship for the parish.
- F. The Director serves as a resource to school personnel and parish groups in preparing liturgical celebrations.
- G. The Director has responsibility for adhering to, and promoting, the parish vision and values and ensuring that they are implemented in plans and actions.
- H. The Director understands, supports and implements the liturgical law of the Church, the liturgical norms of the Diocese of Toledo, and the mission of the parish.
- I. The Director coordinates all preparation for weekend and special liturgies.
- J. The Director applies good moral values to work performance and relationships with parish personnel, diocesan personnel and people served by the parish.
- K. The Director is responsible for music and liturgy resources such as musical instruments, hymnals, choir music, hymn chart and etc.

MUSIC MINISTRY RESPONSIBILITIES

- A. Responsible for all choir direction, training, and scheduling.
 - 1. Trains and schedules cantors
 - 2. Plans and conducts choir rehearsals
 - 3. Provides accompaniment when needed
 - 4. Develops music leadership for various parish music groups/ensembles as needed
- B. Responsible for expanding the existing music program to include a variety of styles, ensembles, and musical leadership; encouraging the talents available in the parish and school.
- C. Plans music for all parish liturgies assuring that the music follows Church guidelines and is appropriate to the worship needs of the parish community.
 - 1. Funerals
 - 2. Weddings
 - 3. Special occasions such as jubilees, Confirmation, parish anniversaries, etc.
- D. Maintain a library with current music resources.

LITURGICAL RESPONSIBILITIES

- A. Coordinate the recruiting, scheduling, training and on-going formation of all liturgical ministers, and for leaders of various ministries.
- B. Remain current with developments in sacramental theology, the requirements of canon law, national liturgical practice and diocesan policies and guidelines.
- C. Provide for parish liturgical catechesis.
- D. Oversee the planning and preparation of the environment for worship.
- E. Assist engaged couples and bereaved families in preparing appropriate liturgical celebrations.
- F. Maintain a library with current liturgical resources.

OTHER RESPONSIBILITIES

- A. Prepare and recommend an annual music/liturgy budget to the Pastor.
- B. Provide information for the parish website and parish publications.

POSITION SPECIFICATIONS/QUALIFICATIONS

SKILLS, KNOWLEDGE AND ATTITUDES

- A. Ability to respect and communicate with people of diverse theological perspectives, liturgical styles and musical tastes.
- B. Knowledge of the teachings of the church.
- C. Supervisory experience.
- D. Ability to maintain good public relations within parish community.
- E. Exhibits excellent interpersonal and communication skills.
- F. Ability to see the "total picture" and suggest procedures to improve on the existing structures and systems.
- G. Flexibility in the work environment.
- H. Ability to be pro-active, as well as collaborative.
- I. Excellent self-management and organizational skills.
- J. Maintain appropriate professional attire for the occasion.
- K. Ability to maintain confidentiality.

EDUCATION, TRAINING AND/OR EXPERIENCE

- A. Music degree (Bachelors or Masters) including study of organ, piano, and vocal music.
- B. Choral experience as a singer or director.
- C. Five years or more experience in parish work.
- D. Active faith, prayer and worship life (Catholic)
- E. Basic computer skills

PHYSICAL DEMAND

- A. Has a valid driver's license.
- B. Is able to lift and move equipment for workshops, presentations, and etc., of fifteen to twenty-five pounds.