



Job Title: Director of Music and Liturgy

Department: Sacred Worship

Reports To: Pastor or his representative

Hours: Full-Time, including some evenings and weekends, funerals and Holy Days.

Position Overview:

To provide outstanding leadership and teambuilding in all areas of liturgical ministry, particularly sacred music – all with a view to leading disciples into deeper conversion and fellowship, while ensuring that the parishes' liturgical celebrations are uplifting and deeply prayerful.

Regular Duties

- **Music Ministry:** Build and maintain the leadership of each parishes' music ministry, in a way that fosters prayer, discipleship, fellowship, youth involvement, and new leadership within parish life, while respecting the liturgical norms of the Roman Catholic Church. This includes building up the musicians involved with the Spanish Mass.
- **Musical Accompaniment:** Accompanist skills preferred. If capable, this person will provide musical accompaniment for some of the Masses. Salary will be adjusted, of course, depending on whether or not this skill can be provided (versus hiring out to other accompanists). Foster the gifts and leadership of the other musicians / accompanists. Whether in person or delegating, ensure that well-trained accompanists are responsibly, prayerfully, and beautifully providing music at weekend Masses, Holy Days, and funerals.
- **Liturgical Ministries:** Build up leaders each area of liturgical ministry (lectors, servers, extraordinary ministers of Holy Communion, ushers, sacristans, church decorations/environment, Confession hospitality, live stream ministry) to ensure each of these ways of parish involvement is transformed into a path of discipleship, fellowship, conversion, and evangelization.
- **Liturgical Scheduling:** Oversee scheduling for all liturgical ministries (or delegate / train the people who do the scheduling).
- **Funerals:** Provide music as needed at funerals or organize those who do.
- **Sacred Worship Committees:** Ensure regular and meaningful meetings of the Sacred Worship Committee (or appropriate equivalent) in either parish.
- **Leadership Team:** May sit as a member shared Leadership Team for the two parishes.

Direct Reports:

- Leaders within music ministry at each parish (including Hispanic leadership).
- Volunteer heads of each liturgical ministry at each parish (lectors, servers, EMHC, ushers, sacristans, ministry schedulers, Confession hospitality, live streaming, etc.). At least quarterly with each leader, more if needed – especially when onboarding a new person.

Other Regular Meetings / Collaboration:

Last Revised 13 January 2021

- Standing meeting with Pastor (Direct Report)
- Standing staff check-in meeting twice a month
- Standing Leadership Team meeting (if applicable)
- Meet at least monthly with the other Directors (Director of Pastoral Ministry, Director of Evangelization and Faith Formation, Director of Maintenance and Finance).
- Communicate regularly with all other staff, particularly those who overlap with liturgical ministries (Marriage Preparation Coordinator, Faith Formation Coordinators)

Administrative Duties:

- Ensure that direct reports are handling routine administrative requests and needs; answer their questions; provide resources and training as needed.
- Respond to more complex administrative requests and situations that direct reports cannot handle (and train them how to handle more of them).
- Participate in any relevant diocesan trainings/meetings; ensure that pertinent changes get implemented by direct reports.
- In collaboration with Director of Maintenance and Finance, oversee the maintenance of technology in both churches (sound equipment, live stream equipment, etc.).
- May spearhead projects or initiatives on behalf of the Pastor.
- May be asked to lock / unlock the building.
- May perform other duties as assigned to meet the ongoing needs of the organization.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Commitment to respect the teachings and practice of the Catholic Faith
- Commitment to personal healing, mutual respect, and vulnerable trust of team members.
- Skill at evangelization and pastoral accompaniment.
- Skill at leading others, delegating, and building teams.
- Accompaniment skills (piano or organ) preferred.
- Fluency in both Spanish and English preferred (Must be fluent in English).
- Proficiency with technology, including Microsoft Office Suite, preferred.
- High level of integrity, diplomacy, and initiative.
- Ability to organize, prioritize, and manage multiple priorities, with minimal supervision.
- Ability to lift and carry twenty-pound parcels and/or boxes.
- Ability to go up and down stairs.
- Excellent communication and collaboration skills.
- Professional confidentiality and discretion regarding all financial and personal information.
- Knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, filing and record-keeping, designing forms, and other office procedures and terminology (or willingness and ability to learn these items)

(Pastor's Signature)

(Date)

(Employee Signature)

(Date)