

St. Joseph University Parish

Terre Haute, Indiana

2008

Director of Music and Liturgy

I. IDENTIFYING INFORMATION

Position Title: Director of Music and Liturgy
Status: Full-time; Exempt
Reports to: Pastor
Supervises: All other music ministers and liturgical ministers

II. PRIMARY FUNCTIONS

The Director of Music and Liturgy is responsible for:

- The preparation, performance, coordination, and leadership of music within the liturgical celebrations of the parish.
- The overseeing, coordination, and leadership of all parish ministries related to the liturgy.

III. PRIMARY CHARACTERISTICS

The Director of Music and Liturgy:

- Has a thorough understanding of the Roman Catholic liturgy.
- Possesses a vision of how a local Church can engage and inspire its members through music and other types of involvement in the liturgy.

IV. POSITION CONTENT

Area A: Director of Music

1. Preparation and Performance of Musical Worship

a. Select and/or approve music and musicians for all Saturday evening and Sunday Masses and for other services as specified; e.g.

- Holyday and special liturgies
- Other Sacramental Rites (Penance Services, Baptism, Confirmation, First Eucharist)
- Liturgy of the Hours
- Other non-liturgical prayer services
- Funerals and weddings

b. Personally direct and perform the music at two or more of the weekend liturgies and for other special services as listed above.

c. As a rule, is present at the weekend liturgies, either cantoring, directing, performing, or providing support to the other ministries.

2. Recruitment, Formation, and Supervision

- a. Provide leadership to the assembly, enhancing the prayer life of the community through music
- b. Develop and teach new repertoire to assembly.
- c. Recruit and approve all music ministers.
- d. Schedule and supervise all choirs, music groups, and other music ministers, providing support and general musical and liturgical formation.
- e. Provide opportunities for spiritual and social enrichment for all music ministers.
- f. Provide specific training and preparation of individual cantors, keyboardists, and other individual musicians.
- g. Direct one or two choirs or music groups: e.g., adult choir, college/young adult choir, children's choir, youth choir, instrumental ensemble, handbell choir, funeral choir.
- h. Select/approve directors for choirs for each weekend mass, as well as other special choirs.
- i. Helps the parish members discern music worship needs.

3. Administration

- a. Reviews and purchases new music as needed.
- b. Prepares and administers liturgical music budget (in collaboration with the pastor).
- c. Select, prepare worship aids and songbooks.
- d. Oversee maintenance of musical instruments and related equipment.
- e. Arrange and prepare simple musical scores as needed.
- f. Maintain music library, files, and records.

4. Professional Development

- a. Maintain regular practice schedule on primary instrument (e.g. piano, organ, voice.)
- b. Participate in continuing education (courses, workshops, reading of relevant books and periodicals).

Area B: Director of Liturgy

1. Worship and Pastoral Services

- a. Works with parish personnel in religious education, campus ministry, etc. in the preparation of liturgical celebrations
- b. Attends principal parish events.
- c. Works to understand the living faith and genuine concerns of the parishioners.
- d. Works with other parish groups to develop, expand, and enhance the musical liturgical spirit of the assembly.
- e. Fosters an atmosphere of harmony, hospitality, and cooperation throughout the music ministry and the parish at large.

2. Administration

- a. Serves as member of the parish staff
- b. Oversees the orientation, training, and continuing education of the liturgical ministers, e.g. lectors, communion ministers, and servers.
- c. Direct regular meetings of the liturgy committee and specific subcommittees and preparation teams as needed.

3. Networking

- a. Participate actively in community/parish events.
- b. Participate in regular meetings with pastor and pastoral staff.
- c. Participate in local and national professional associations (e.g. National Association of Pastoral Musicians, American Guild of Organists),

V. POSITION SPECIFICATIONS/REQUIREMENTS

A. Skills, Knowledge and Abilities

- An active faith life with a personal relationship with Jesus
- A strong sense of the sacred and of sacramentality
- A love for the Church and for the liturgy of the Church
- A strong sense of community
- Ability to articulate an appropriate vision of Roman Catholic worship
- Excellent interpersonal/communication skills, including active listening skills
- Ability to prioritize, organize, and be flexible
- Leadership and facilitating skills
- Ability to work with others in a collaborative style
- Ability to develop and administer a budget

B. Education, Training and/or Experience Required

- Bachelor's Degree in Music, Liturgical Music, or the equivalent
- Proficiency in voice, keyboard, guitar, or choral performance and some knowledge of all these instruments.
- Solid knowledge and training in Roman Catholic Liturgy (knowledge of the Church liturgical year, norms and regulations)

Preferred:

- Experience as a pastoral musician, minister, planner, etc.
- Archdiocesan Certificate in Liturgy (LMP I & II) or equivalent
- In-depth understanding of the theology and history of sacramental and liturgical practices
- Knowledge of the relationship between religion and culture

VI. WORKING ENVIRONMENT

The parish staff, Commissions and Committees all strive to build a cohesive, collaborative environment in which to both work and worship. This full-time position requires weekends and some evenings; flexible scheduling is a necessity.

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