

## **St Mary of Vernon**

### **Director of Music and Liturgy Position Description**

Title:	Director of Music and Liturgy
Status:	Full-time/Exempt, Benefits Eligible
Reports to:	Pastor

#### **Position Summary**

The Director of Music and Liturgy is a member of the Pastoral Staff and is directly responsible to the Pastor. The Director assists the Pastor with overall efforts to ensure parishioners encounter Jesus Christ through prayer, the sacraments, and worship. The scope of this role is to discern, plan, prepare and implement ongoing liturgy, prayer, worship and music opportunities for everyone in the parish.

Under the direction of the Pastor, the Director of Music and Liturgy provides leadership in the planning, execution and celebration of all parish liturgical celebrations, including sacramental celebrations. The Director is responsible for ensuring that the public prayer space is a place of welcome and witness for all parishioners and guests.

The Director applies an appropriate balance of traditional and contemporary musical styles. At all times the Director helps to animate the full, active and conscious participation of the assembly in divine worship. As a member of the Pastoral Staff, the Director is expected to take an active pastoral role in the parish. This includes having a significant presence in the parish and developing good working relationships with the ministries and organizations of the parish. The Director must demonstrate strong leadership skills necessary to identify, develop and retain strong teams of volunteers for all liturgical ministries.

#### **Responsibilities**

##### **A. MUSIC**

- Provides effective leadership and communicates clearly with all involved in music ministry.
- Plans, prepares and provides music and/or musicians for Sunday worship and other major liturgical celebrations including but not limited to Holy Days, Triduum, funerals,

weddings, parish missions, communal reconciliation services and sacramental celebrations.

- Coordinates and schedules the musicians, choirs and cantors to ensure that all liturgies are well-planned and vibrant.
- Directs, rehearses, recruits, trains and builds the parish choirs, cantors and instrumentalists.
- Invites, welcomes, and encourages a broad spectrum of parishioners with varying experience and musical talent to create a connected and caring community of musicians and those who are involved in a variety of parish liturgical ministries.
- Equips those who serve in the music ministry with on-going liturgical formation, music education and training, and ensures that the practical preparations are completed.
- Encourages the full, active and conscious participation of the assembly.
- Teaches the assembly any new music that will be used for worship.
- Is creative and employs a variety of musical styles, traditional and contemporary, honoring and expanding the traditions and repertoire of the parish.
- Research new hymnals that specifically include contemporary music to replace Breaking Bread.
- Maintain equipment and resources for music ministry such as musical instruments, sound equipment in church and parish center, copyrighted material, music library, etc.
- Develops and coordinates Children and Teen choirs.
- Oversee the establishment and development of a Handbell Choir within three years.
- Oversee livestreaming/video of our Masses and special liturgical events to Facebook and YouTube. Recruit volunteers of all ages to work in this ministry.
- Develop a list of substitute musicians and cantors to be called upon as needed.
- Stay informed of current developments in liturgy and in music as well as parish demographics to provide liturgical experiences that are welcoming and inclusive.

## **B. LITURGY**

- Lead the annual planning and preparation for liturgical seasons, Sundays, holy days, sacrament celebrations, and special liturgies in collaboration with staff members and the parish Liturgy Team. Ensure parish practices are in accord with liturgical norms.

- Coordinate parish liturgy ministries (e.g. lectors, communion ministers, servers, musicians, sacristans, ushers) to ensure liturgies are well planned, vibrant, and in fidelity to the official liturgical books and Catholic liturgical theology.
- Oversee the recruitment, training and formation of liturgical ministers.
- Provide prayers and opportunities for prayer to parish organizations as needed.
- Oversee the creation of worship aids that are engaging, accessible, and functional to enable all attendees to fully participate in the liturgies and celebrations. This will include funerals, specific liturgical holy days and holidays and other relevant events as needed. (Taize, Parish Mission, etc.)
- Direct the planning and preparation of the worship space art and environment.
- Ensure that the parish worship space is welcoming to all including visitors through collaboration with members of pastoral staff.
- Ensure the equipment needed for worship (e.g., sacred vessels, vestments, candles, sound system, church furnishings, worship space, etc.) is kept in a manner worthy of its use.
- Order liturgical supplies as needed. (hosts, wine, Lector workbooks, etc.)
- Inform the people in the faith community on issues related to liturgy, prayer and worship through presentations, website and bulletin articles.

### **C. PASTORAL SERVICE**

- An active member of the Pastoral Staff who is committed to working as a team, seeking workable solutions and honest communication.
- Collaborates and communicates well with Pastor.
- Attends staff meetings as scheduled, including annual Staff Retreat.
- Promotes good public relations both within and beyond the parish and is committed to working with the deanery and Archdiocesan networks of professional peers.
- Is visible at major parish functions and supportive of the larger parish vision.
- Maintain presence in the Parish Office and be available to parishioners.
- Serves as a resource consultant for parish concerns and has a clear understanding of the role of liturgy and music in worship.
- Is a person of faith who embraces stewardship as a way of life.

#### **D. ADMINISTRATIVE DUTIES**

- Develops and manages the budget for musical and liturgical expenditures in collaboration with the Business Manager and Pastor.
- Is a good steward of the parish's musical equipment, ensuring all Liturgical Ministry instruments and sound equipment are properly cared for, secured and maintained.
- Ensures appropriate copyright permission and licenses are secured.
- Assists Pastor and Staff members with music for parish programs (i.e. RCIA , Religious Education, Ministry of Care, etc.).
- Ensure that those serving in the Music and Liturgy Ministry comply with the guidelines for Virtus/Protecting God's Children in accordance with the Archdiocese of Chicago policies.
- Develop strong relationships with professional organizations, the Office for Divine Worship, and other Archdiocesan, vicariate and deanery offices.

#### **E. PERFORM OTHER RESPONSIBILITIES AS ASSIGNED BY THE PASTOR.**

##### **Requirements and Expectations**

- Demonstrate ability to collaborate with clergy, staff, parish leaders and volunteers.
- Practicing Catholic who understands and supports Catholic Church teaching, mission, and values.
- Knowledge of the Church's official liturgical books and various rites used in celebrating the sacraments of the Church in their appropriate liturgical contexts.
- Knowledgeable and comfortable with Church music literature in all forms and styles for the congregation, choirs, vocalists, and instrumentalists.
- Thorough understanding of the musical, liturgical, and pastoral judgments which must be made in selecting music for liturgy; ability to communicate and prioritize the role of music in liturgical worship.
- Comprehensive vision and understanding of evangelization.
- Ability to form and nurture a community of missionary disciples through encounter, accompaniment and sending forth.
- Mature discipleship evidenced in ability to comfortably witness to one's own faith journey.

- Ability and willingness to work evenings and weekends. Must be flexible with work schedule, especially for Holy Days and special parish events.
- Skilled in leadership and management; strong commitment to collaboration, teamwork and flexibility.
- Excellent interpersonal, oral, and written communication skills.
- Familiarity with technology used for communicating and presenting, including Facebook and Youtube.

### **Education and Skills**

Education Required: Undergraduate degree in Liturgy, Sacred Music, Pastoral Studies, Theological Studies, or equivalent.

Education Preferred: Master's Degree in Liturgy, Sacred Music, Pastoral Studies, Theological Studies, or equivalent.

Experience Required: 3 years of experience participating in parish liturgical and music ministries. 3 years of experience leading congregational song, choral conducting, and at least one other musical specialization (organ, piano, guitar, voice).

Experience Preferred: 5 years of above experience.

Skills: Strong keyboard skills on piano and synthesizer (no organ) and vocal musical talent. Directing and Cantor skills are necessary. Experience with Handbells.

This document is only a description of the duties, accountabilities and requirements of the position. It is not intended to be an employment contract or promise of employment.