

MUSICIAN-LITURGIST

JOB DESCRIPTION

Position: Full-time position as Musician-Liturgist with full benefits

Goal: to advance a parish liturgical music program that fosters prayerfulness, quality, energy, inspiration, and strong participation by parishioners as musicians, vocalists, and assembly; and to coordinate the liturgical tasks associated with parish liturgies and their ministers

Report: to Pastor

Skills and Educational Requirements and Qualifications:

Bachelor's degree or higher in music or related field of study. Degree or evidence of training on Catholic liturgy. Experience in music ministry in parish which includes leading congregational singing, choral conducting, assisting voices, and proficiency on piano and organ. Must have ability to work with youth and adults who may be trained and untrained musicians. Organizational skills and proficiency in MS Office, particularly Access, Power Point, and Publisher.

Abilities to ability to develop instrumental and vocal parts, to operate sound and visual media are a plus, and to use *Sibelius* engraving software are all plusses.

Job Duties & Responsibilities:

- Serve as primary musician for weekend liturgies (normally 3 masses). Conduct rehearsals with appropriate groups and/or cantors weekly at a separate time or before each liturgy.
- Serve as primary musician for parish weddings and funerals (stipends are additional income; these hours are not part of reported work hours); as well as Holy Days, penance services, sacramental celebrations, and other specially scheduled liturgical events. (stipend)
- Serve as primary liturgy planner working in coordination with the pastor and parish clergy.
- Coordinate music planning and schedule musicians for all liturgies, and work with effectively with other music groups. Post all liturgy plans to *liturgy.com*.
- Prepare worship aids for all liturgies and other worship events. [parish uses Sibelius software]
- Coordinate and schedule additional music groups for parish liturgies, including parish choir [September to Pentecost], Handbell Choir, Resurrection Choir, LifeTeen Band, the Sienas, the Gathering Band, and children's choir; and cantors.
- Provide rehearsal scores to musicians as needed.
- Provide and encourage educational and spiritual enrichment opportunities for all parish musicians and liturgical ministers, such as parish and diocesan gatherings, national conventions and workshops, and retreats.

- Provide supervision for Administrative Assistant.
- Provide oversight of contracted music staff and volunteers including AV Ministry volunteers, and funeral and wedding cantors.
- Attend liturgy planning meetings, staff calendar meetings, staff meetings and social events, and other gatherings as required. Participate in agenda preparation and providing information as required.
- Oversee maintenance of parish musical instruments and equipment as well as AV equipment.
- Meet with engaged couples to discuss wedding music requirements, and assist in liturgy planning in collaboration with the priest or deacon; serve as musician or liaison for weddings. (stipend)
- Meet with the Steward of Care and Support to plan music for funeral services; prepare worship aids; notify cantor; serve as musician or liaison for funerals; inform funeral home about musician(s) and fees. (stipend)
- Prepare fiscal year budget and is responsible for monitoring budget and notifying the parish finance officer if budget norms cannot be met. Submit purchases and invoices for approval.
- Ensure all musicians comply with copyright licenses.
- Prepare media presentations for liturgical use.
- Maintain records, including professional membership, cantor & AV schedules, ensemble repertoire lists, and worship aids.
- Oversee training of liturgical ministers, including servers, lectors, Extraordinary Ministers of Holy Communion, sacristans, musicians, cantors, and AV assistants.
- Oversee procurement and care of liturgical supplies, e.g., candles, hosts, vessels, and seasonal needs (palms, flowers, décor).
- Serve as liaison with Pastor and the Art & Environment Committee.
- Oversee setup and cleanup for all liturgies, and all seasonal décor.
- Oversee scheduling of all liturgical ministries including clergy, musicians, and music groups.

Other Duties:

- Comply with the Employment Policies and the Employee Handbook.
- Perform other duties as requested by Pastor.