



## *Saint Mary Catholic Community*

**Job Title:** Director of Liturgy & Music

**Department:** Worship/Liturgy

**Reports To:** Pastor

**FLSA Status:** Ministerial Position

**Prepared By:** Joanna Haddon

**Prepared Date:** 3/24/25

**Approved By:** Fr. Tim Moriarty

**Approved Date:** 3/25/25

**Position Summary:** The Director of Liturgy and Music will provide leadership in the planning, execution and celebration of all parish liturgical celebrations with responsibility for preparing both liturgical and musical elements. The Director will help the parish worship and celebrate through a balance of contemporary and traditional music styles while encouraging the full, active and conscious participation of the assembly in the liturgy. As a member of the Pastoral Staff, the Director is expected to take an active role in the full life of the parish.

### **Key Responsibilities include:**

- Lead the planning and preparation for liturgical seasons, Sundays, holy days, sacramental celebrations and special liturgies (i.e., weddings, funerals, etc., assisting families in appropriate music selections), in collaboration with staff members and the parish Liturgical Committee.
- Selects the music to be used in parish liturgical celebrations, respecting the liturgical calendar, norms and established repertoire of the community. Submits musical plans to the Pastor and Liturgical Committee in six-week cycles. Carefully grows the parish repertoire over time.
- Conducts seasonal liturgical planning with Liturgy Committee and Pastor; and staff as needed.
- Coordinates the parish liturgy teams (e.g. lectors, Extraordinary Ministers of Communion, servers, art & environment, ushers, etc.) with their leaders to ensure liturgies are well planned, vibrant, and in fidelity with Church teaching, liturgical norms and the liturgical calendar. Assists those ministries with recruitment and formation.
- Purchase liturgical items as necessary; maintain inventory of liturgical needs supplies (i.e. hosts, wine, candles, etc.)
- Recruit and train a variety of cantors and instrumentalists. Schedule and assign cantors, choirs and pianists/organists for each Mass throughout the year. Collaborates with accompanists/cantors/instrumentalists for weekend Masses.
- Provide support and formation for parish pianists/organists; recruit and train if necessary.
- Recruits, trains and coordinates choir for regular Masses and special Masses throughout the year.
- Accompany for weekend Masses on a weekly basis.
- Organize and administer the parish music library.
- Development and oversight of parish liturgy and music budget.
- Secure and keep current all copyright permissions for music used at the parish.

- Maintain and oversee musical instruments and sound system.
- Stay informed of current liturgical and musical practices within the Church.

**Key Requirements include the following skills and experience:**

- Practicing Catholic who understands and supports Catholic Church teaching, mission, and values. Ability to comfortably witness to one's own faith journey.
- Demonstrated ability to collaborate with clergy, staff, parish leaders and volunteers. Excellent teamwork, leadership and communication skills (interpersonal, oral and written).
- Demonstrated ability to prepare both the liturgies and music for seasons, rites, and Eucharistic and sacramental celebrations. Knowledge of the Church's official liturgical books and various rites.
- Demonstrated ability to teach and coach a choir of various skill levels.
- Strong MS Office computer skills, especially Word and Outlook.
- **Education preferred:** Undergraduate 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, and voice). 3 years of experience in preparing parish liturgies. Keyboard skills strongly preferred. Organ skills are a plus.
- Must complete *Virtus* training and stay current on bulletins.

**Competencies:**

**Spiritual and Personal**

A practicing Catholic in good standing, committed to the teachings of the Catholic Church. Demonstrates a deep understanding of Catholic theology, especially in areas related to pastoral care, sacraments, and the dignity of the human person. A person of prayer with an authentic relationship with God. A current member of Saint Mary Catholic Community or willingness to become a member.

**Better Health**

Develops self and others by continually improving health through all aspects of physical and mental well-being.

**Service**

Committed to excellent parishioner service excellence. Is attentive to detail and accuracy and looks for improvements continuously. Monitors quality levels, finds root cause of quality problems, and owns/acts on quality problems.

**Collaboration**

Works well with others and displays team-oriented behaviors in all interactions. Actively works to create a win-win environment, and treats parishioners and visitors with respect.

**Innovation**

Generates new ideas and challenges the status quo. Supports change, solves problems creatively, and encourages creativity in others.

**Caring**

Demonstrates concern for others. Shows respect for our parishioners, coworkers, and business partners.

**Integrity**

Deals with others in a straightforward and honest manner. Is accountable for actions; maintains confidentiality, and behaves in a manner consistent with the diocesan Code of Business Ethics and Conduct.

**Adaptability/Flexibility**

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.

**Communication**

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, and has good listening skills.

**Job Knowledge**

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands parish mission/values, keeps job knowledge current, is in command of critical issues.

**Problem Solving/Analysis**

Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, and understands the difference between critical details and unimportant facts.

**Productivity**

Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, and handles information flow.

**Teamwork**

Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

**Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position functions in an office environment with a controlled atmosphere building. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Saint Mary Catholic Community reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_