

Director/Coordinator of Liturgy and Music – Job Description

SAN FELIPE DE NERI CHURCH

DIRECTOR/COORDINATOR OF LITURGY AND MUSIC

The Director/Coordinator of Liturgy and Music is a member of the pastorate or parish staff with professional preparation and pastoral sensitivity to the celebration of Catholic liturgy and ritual and the importance of music to the liturgy. In conjunction with the pastor, provides leadership in the planning, execution and celebration of all pastorate or parish liturgies including musical leadership, coordination and formation of parish cantors, choirs and accompanists and fostering participation in music by the assembly.

REPORTS TO: Pastor

FLSA STATUS: Exempt

RESPONSIBILITIES INCLUDE:

A. Coordination and Administration

1. Serves as member of the Pastorate or Parish Staff and the Liturgy Committee.
2. Participates in decision-making regarding overall and liturgically specific parish direction and activities.
3. Prepares and manages the Liturgy portion of the annual budget.
4. Recommends hymnals and worship aids and keeps them updated.
4. Insures the maintenance, repair and tuning of instruments.
5. Maintains the parish music library.

B. Worship

1. Works with presiders and liturgical ministers to discern parish worship and prayer needs and to assure quality liturgical celebrations and sacramental services.
2. Provides input as needed for scheduling and formation of liturgical ministers, and is responsible for scheduling and training music ministers for all liturgies.
3. Provides for the preparation of cantors/song-leaders and musicians; provides for accompanist when needed.
4. Serves as coordinator and/or accompanist for funeral liturgies. Selects & prepares cantors.
5. Serves as coordinator and/or accompanist for weddings. Assists couples to plan the rite and to select appropriate music, cantor and other musicians.
6. Provides for appropriate worship environment for the liturgical seasons.

C. Education/Formation

1. Maintains awareness of current trends in liturgy and music by reading church documents & professional journals, researching new music and by attending workshops & conferences.
2. Serves as a resource to school staff, religious education/formation staff and catechists in selecting music and planning liturgies and prayer services.
3. Invites, encourages, and enhances assembly participation in the sung liturgy; assures ongoing expansion of the parish music repertoire.

QUALIFICATIONS INCLUDE:

1. Active member of a Catholic faith community.
2. Degree in liturgy, liturgical music, or equivalent experience.
3. Instrumental performance skills and voice.
4. Basic computer skills.

Please submit a cover letter and curriculum vitae. Salary and title of position will be based on the level of education and experience.

Contact **Reverend Andy Pavlak, Pastor**

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