

Church of Saint Ann

Wadena, Minnesota

Parish Position Description

TITLE: DIRECTOR OF MUSIC & LITURGY

Identifying Information

Status: Full-time Part-time
 12 Month 10 Month
 Exempt Non-exempt Volunteer

Employment at the Church of St. Ann is employment-at-will

Reports to: Pastor – immediate supervisor

The Director of Music & Liturgy (DML) plans and manages a comprehensive liturgical program; this includes planning and development of the full liturgical cycle, special liturgical events during major seasons, coordinating and directing choirs, working with volunteers in the area of liturgy and music, supervising the parish’s music program, selecting music, scheduling liturgical ministers, conducting a liturgical education program, and coordinating the evaluation of overall parish liturgical needs. The responsibilities and qualifications for the position are many:

Responsibilities

DML as Parish Music Director. The Director of Music & Liturgy is responsible for:

1. Coordinating the music for all parish liturgies;
2. Assuming the role of lead musician (accompanist or choral director);
3. Making creative choices of music and their judicious placement for liturgical celebrations;
4. Recruiting and scheduling various music ministries (e.g., choirs, cantors, instrumentalists);
5. Training, directing and supervising choirs, instrumental ensembles and cantors;
6. Preparing assembly for liturgies through rehearsals prior to liturgies, rehearsals with students in parish religious education programs.

DML as Parish Liturgy Director. The Director of Music & Liturgy is responsible for:

1. Liturgy planning (working with the presider/pastor and liturgy commission, if founded);
2. Coordinating work of church environment preparation for liturgical seasons and feasts;
3. Making creative choices of liturgical variations and their placement in liturgical celebrations;
4. Recruiting, forming, and scheduling various liturgical ministers (e.g., lectors, extraordinary ministers of holy communion, etc.);
5. Securing proper copyrights for all printed materials used for liturgies;
6. Working with the Religious Education Coordinator and staff to prepare for special liturgies and liturgies for children;
7. Meeting with engaged couples for the preparation of wedding liturgies;
8. Preparing liturgy and music for funeral liturgies.

DML as Educator. The Director of Music & Liturgy is responsible for:

1. Helping the parish grow in its understanding of the role of music in the liturgy, as envisaged by the Second Vatican Council and the United States Conference of Catholic Bishops;
2. Helping the parish learn new liturgical adaptations and music at an appropriate pace;
3. Serving as a resource to educate the parish council, staff and any other relative parish committees;
4. Fostering and developing the liturgical sense and musicianship of ministers and clergy;
5. Coordinating workshops and concerts as needed.

DML as Administrator. The Director of Music & Liturgy is responsible for:

1. Making liturgy and music policies in conjunction with liturgical law, diocesan policies, the pastor, and liturgical commission (if founded);
2. Formulating a music and liturgy budget for the parish worship program;
3. Developing and maintaining a liturgical music library of various styles and genres for assembly, choir, cantor and instrumentalists;
4. Maintaining the parish's musical instruments;
5. Making recommendation for the purchase of instruments, sound equipment, missalettes, hymnals and church supplies;
6. Making recommendations for renovations and new construction in conjunction with the pastor, parish council, and any building commission, as needed;
7. Securing other musicians as needed for special celebrations (e.g., Christmas, Easter, Confirmation, etc.).

DML as Person of Faith. As a pastoral minister, the Director of Music & Liturgy has the responsibility to nurture his or her own faith in order to nurture the faith of others, as well as to live in a manner congruent to the moral teachings of the Catholic Church.

DML as Professional Person. Commitment to professional development is a mutual responsibility of the director and the parish. In order to maintain a competent level of professionalism, the responsibility of the Director of Music & Liturgy includes:

1. Practicing to improve or maintain skills in voice, conducting, and the instruments upon which the DML is expected to perform;
2. Researching, developing, and mastering new music;
3. Pursing educational advancement in musical skills that relate to the parish's need (e.g., organ, choral directing, vocal pedagogy);
4. Keeping current with official statements and documents on music, liturgy, and developments in the pastoral field;
5. Studying various liturgical and musical publications;
6. Membership in professional organizations and attendance at national and area conferences and workshops;
7. Periodic coursework in the field of pastoral liturgy and liturgical music.

Qualifications

1. A willingness to enter into the faith life of the community he/she serves and leads.
2. Prudent balance of enthusiasm and patience, and an ability to work in collaboration with others.
3. Formation
 - a. Bachelor's or master's degree in music or its equivalent;
 - b. Musical leadership requires skills in the following areas: keyboard, voice and conducting, as well as contemporary instrumental ensembles, orchestration, children's choirs, composition and familiarity with musical styles of various cultures of the community;
 - c. A thorough understanding of Roman Catholic liturgical theology and praxis;
 - d. A knowledge of the history and repertoire of sacred music;
 - e. A willingness to keep informed of liturgical and pastoral developments and to participate in continuing education to maintain and further musical expertise.
4. The DML should demonstrate the ability to:
 - a. Select and teach new music to the assembly;
 - b. Develop the musicianship of cantors and other musicians;
 - c. Nurture musicianship of the youth;

- d. Serve as a resource to members of the parish, as well as persons involved in other parish ministries;
 - e. Provide liturgical guidance in sensitive pastoral situations (e.g., funeral preparation with families);
 - f. Lead and animate the parish's sung prayer;
 - g. Administer a multifaceted liturgy and music program, including planning, budgeting, scheduling and timely communication with other liturgical ministers;
 - h. Work in collaboration with other ministers of the parish.
5. Willingness to live in a manner congruent with Catholic moral teaching.

Work Environment

- 1. This position requires frequent evenings and/or weekend work and offers flexibility amid an unpredictable schedule.
- 2. Sedentary Duty: exerting up to 25 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects including the human body.
- 3. The following physical activities are required to perform this job: occasionally (up to 33% of work time) standing, walking, reaching, lifting; frequently (34-66% of work time) sitting, handling, fingering, talking, hearing, near acuity vision. Also, the employee must be able to ascend and descend stairs.
- 4. Dress requirements: employee-provided casual business clothing.

Date Reviewed: _____

Pastor's Name (Printed): _____

Pastor's Signature: _____