



Director of Sacred Music & Liturgy

Title: Director of Sacred Music and Liturgy
Grade: 5, Exempt, Full-Time
Dept: Liturgy, Music, and Fine Arts
Reports to: Pastor and Parish Manager

Purpose and Scope

- Lead the parish Music Ministry and Liturgical Ministries in accordance with the church's documents on liturgy and music with the support and collaboration of the Pastor and parish leadership.

About the Parish

- **Core Purpose:** We exist for the Salvation of Souls and the restoration of all things in Christ.
- **Mission:** We proclaim the Gospel of Jesus Christ by being prayerful and active stewards of the grace and resources entrusted to us by: Instructing all in the truth of the Catholic Faith, upholding the dignity of human life by nourishing it from conception and strengthening it to the end, and following the Way of Jesus in our Worship and Living.
- **Parish Life**
 - We serve the retirement community of Sun City West.
 - Sunday Masses are at 4:00 PM on Saturday, and 9:00 AM and 11:00 AM on Sundays.
 - We are the mother church to a mission at Vistancia which has Mass on Sundays at 1:00 PM at Vistancia Elementary School.
- **Music Life**
 - *Adult Choir* season runs late August through Mother's Day. The choir sings normally for the 9:00 AM Mass and sings at each of the other Masses twice per season.
 - *Mission:* The parish mission at Vistancia has volunteers ready to help build a music ministry under the new director.
 - *Organ:* Rodgers T1138 V Manual hybrid organ with 15 ranks of pipework and many digital ranks spread across six divisions from both the front and back of the church.
 - *Concert Series:* Backed by a generous benefactor's endowment for both the organ and concert series, we host 3-5 concerts a year featuring the organ in solo or collaborative recitals. Many of the nation's best concert artists have performed.
 - *Resources:* The parish uses the *Source & Summit* missal in the pews, supplemented by other resources in the parish music library.

Music Responsibilities

- Develop and execute goals and objectives for sacred liturgies and the related ministry volunteers.
- Plan and coordinate the music and musicians for:
 - Weekend Masses, Christmas, Easter Triduum, and Holy Days of Obligation, two Eucharistic Processions, and the Stations of the Cross.
 - Funerals and Weddings for an additional stipend per event.

- Rehearse and prepare the choir to serve one Mass each week during the choir season. The choir does best with a separate conductor and accompanist. It is up to the discretion of the Director of Sacred Music to best organize this professional talent.
- Encourages participation by parish musicians in diocesan choir events.
- Supervise and train professional musicians that act as the Cantor or Accompanist.
- Coordinate the parish liturgy committee which works on weekly and seasonal planning and preparation for liturgies and other parish events.
- Provides and/or oversees training and formation for Liturgical Ministries and acts as a resource for the lay ministers, staff, and parish community on matters of music and liturgy.
- Oversee the operation and maintenance of the organ, pianos, AV, and Sound equipment.
- Maintain the parish music library, resources, reprint and copyright licensing and reporting.
- Create worship aids which are published in the parish bulletin.
- Continuously advances knowledge and skills through professional journals and continuing education on the local, regional, and national levels.
- Provides input into the management of the parish music and liturgy budget.
- Perform any other job-related duties as necessary for the smooth flow of work.

Knowledge, Skills and Abilities Required

- Knowledge and understanding of the Church's tradition of music and liturgy.
- Proficiency as an organist, accompanist, and choral musician. Knowledge of keyboard technique, service playing requirements, transposition, music theory, instrument techniques, group vocal techniques for adults and choral conducting.
- Excellent written, oral communication and interpersonal skills and the ability to work well with others.
- Computer literacy; including email, scheduling, and document preparation.

Qualifications

- Active, practicing Catholic in full communion with the Church.
- Able to articulate a clear understanding of the Catholic faith, and to serve as a committed witness to its mission.
- Degree and/or Certification in music or other related field, a minimum of 3 years in sacred liturgical music and organ experience in the Roman Catholic tradition, and proficiency in organ, piano, accompaniment and vocal/choral conducting.
- A solid working knowledge in Catholic Theology.
- Ability to work as part of a dynamic ministerial team.

How to Apply

- Upload your credentials on Diocese of Phoenix Job Portal through this link:
[**Our Lady of Lourdes Roman Catholic Parish Sun City - Director of Sacred Music & Liturgy**](#)