



Saint Joseph Catholic Church

Position Description (PD)

| 1. POSITION IDENTIFICATION | | | |
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| Position Title | Director of Music and Liturgy | Today's Date | July 19, 2013 |
| Name | | Supervisor | Pastor |
| X | Full-Time (30+ hrs.) | | Part-Time (Less Than 30 hrs.) |
| 2. GENERAL SUMMARY | | | |
| <p><i>The Director of Music and Liturgy, as a member of the Pastoral Team, furthers the mission of the Parish through oversight of all aspects of Saint Joseph Church and School's liturgical life including music, ritual, environment, catechesis, and ministry formation. This is done in collaboration with others involved in liturgy planning and execution (e.g. Pastor and other clergy, School Principal, other parish staff, and lay ministers).</i></p> | | | |
| 3. DUTIES AND RESPONSIBILITIES | | | |
| Responsibility 1: | Plan and Implement Music and Ritual for all Parish Liturgies | | |
| <p><i>Select music for parish liturgies and services; train & recruit cantors and choirs; provide for music at parish liturgies (be present to direct music at the Sunday 8 a.m., 10 a.m., and 5 p.m. Masses); prepare ritual instruction for and in collaboration with, clergy, other staff, and lay ministers.</i></p> | | | |
| Responsibility 2: | Oversee Music and Liturgy for School | | |
| <p><i>Plan themes, music, and ritual for all School Masses in collaboration with School Principal, Teachers, and School Liturgy Planning Team; attend/execute weekly School Masses; maintain School Mass binder (planning sheet, readings, Prayer of the Faithful, Stewardship, Students of the Week); plan and provide worship aids; recruit and train Extraordinary Ministers of Holy Communion, Lectors, and Cantors for Masses; recruit and train school choirs (grades 1-8); rehearse with and provide music for school instrumentalists; serve on school's Catholic Identity Committee, collaborate with school Mass Sacristan Coordinator.</i></p> | | | |
| Responsibility 3: | Plan and Implement Special Liturgies | | |
| <p><i>Plan and execute special liturgies such as Annual Memorial Mass, Morning Prayer/Vespers, Taizé, Stations of the Cross, Parish Reconciliation Services, Confirmation Liturgy, First Holy Communion, Graduation Mass, and other services upon request of the Pastor. Meet with families/couples for funeral and wedding music preparation; plan and provide worship aids for parish funerals; plan and provide music for parish weddings; offer guidance to couple regarding worship aid.</i></p> | | | |
| Responsibility 4: | Oversee Seasonal Planning | | |
| <p><i>Plan liturgical seasons; coordinate seasonal planning meetings (with clergy and other appropriate staff); provide seasonal worship aids.</i></p> | | | |

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| Responsibility 5: | Oversee Art & Environment |
| <i>Plan and execute church art and environment for special liturgies and liturgical seasons.</i> | |
| Responsibility 6: | Oversee Liturgical Ministers |
| <i>Recruit, train, schedule, and coordinate Liturgical Ministers including Extraordinary Ministers of Holy Communion, Lectors, and Hospitality Ministers; communicate information and updated ministry guidelines to ministers and ensure that they are implemented; plan and execute formation for ministers.</i> | |
| Responsibility 7: | Oversee Liturgical Catechesis and Communication |
| <i>Through workshops, presentations, bulletin, pulpit announcements and other means, provide parish membership with catechesis/communication regarding general and seasonal liturgical rituals and practices (esp. when changes are made to the liturgy); regularly update Liturgy and Music portion of parish website; provide support for music/liturgy related stewardship efforts.</i> | |
| Responsibility 8: | Recruit and Direct the Liturgy Commission |
| <i>Recruit members to serve on parish Liturgy Commission to shape the liturgical practice of the parish; chair regularly scheduled meetings.</i> | |
| Responsibility 9: | Maintain Music Library and Equipment/Administer Music & Liturgy Budgets |
| <i>Research new and existing music for use at parish; compose new as needed; purchase music, reproduction rights, art and environment supplies (including Paschal Candle, Advent candles, palms, etc), and liturgical training materials; provide music for cantors/choir/instrumentalists; ensure quality operation and maintenance of musical instruments and sound systems; administer approved music and liturgy budgets.</i> | |

4. EDUCATION, TRAINING AND SKILLS

a. Formal education **essential** to accomplish the position's duties and responsibilities.

Bachelor's degree required; degree in music performance and/or education in theology and liturgy preferred.

b. Officially recognized certificates or licenses **necessary** for this position.

None

c. **Required** special knowledge, abilities, or skills.

Ability to read music; choral conducting and vocal techniques; very good understanding of music theory, transposition and improvisation; computer skills with page layout and music composition software; strong organizational skills; strong interpersonal skills.

5. EXPERIENCE

| Experience | Minimum Time Requirements |
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| <i>Experience in music ministry is desirable.</i> | <i>2+ yrs. (varies with degree in related field)</i> |
| <i>Experience with Catholic ministry.</i> | <i>No degree: 5+ yrs. in similar setting</i> |

6. CONTACTS

| | <i>Title of Person or Group</i> | <i>Purpose of Contact</i> |
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| Within Parish/School (person or group affiliated with Saint Joseph Parish) | <i>Pastor</i> | <i>Inform on pertinent issues; regular consultation; supervisory.</i> |
| | <i>Other Parish Clergy</i> | <i>Inform and collaborate</i> |
| | <i>Other Parish Staff</i> | <i>Inform and collaborate</i> |
| | <i>School Principal and teachers</i> | <i>Collaborate on liturgies/ministry formation involving school</i> |
| | <i>Parish Sacristan</i> | <i>Inform of changes to liturgical practice that involve sacristans and/or sacristy supplies</i> |
| | <i>Liturgy Commission</i> | <i>Chair; shape liturgical life of parish</i> |
| | <i>Music Ministers</i> | <i>Plan, conduct, and execute music</i> |
| | <i>Art & Environment Committee</i> | <i>Oversee, plan, and assist</i> |
| Outside Parish (person or group not affiliated with Saint Joseph Parish) | <i>Parish membership</i> | <i>Liturgical/catechetical communication, education, and formation</i> |
| | <i>Office of Worship (Diocese)</i> | <i>Stay informed of Diocesan policies/practices; collaborate on Diocesan committees; plan liturgies at parish involving Bishop</i> |
| | <i>Music publishers, church goods suppliers</i> | <i>Maintain music/liturgy library and order seasonal necessities.</i> |

7. PROCEDURES / GUIDANCE AVAILABLE

- Follow standard guidelines and procedures. Refer most problems to supervisor.
- Function independently in order to accomplish assigned projects. Refer unusual problems to supervisor.
- Recommend or make major policies for the Parish.

8. SUPERVISION OR DIRECTION EXERCISED

Supervise paid accompanists; supervise volunteers.

9. ADDITIONAL COMMENTS BY EMPLOYEE OR SUPERVISOR

The nature of this position is one of sporadic periods -- sometimes there are 60-hour weeks and sometimes 15-hour weeks, depending on the liturgical season.

10. SIGNATURES

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| Signature | | | |
| Print Name | | Fr. Kevin Russeau, C.S.C. | Fr. Kevin Russeau, C.S.C. |
| | <i>Employee</i> | <i>Supervisor</i> | <i>Pastor</i> |