

**Holy Spirit Catholic Church
Job Description**

Position: Music & Liturgy Directory

Status: Full Time Part Time
 Exempt Non-Exempt Volunteer

Reports to: Pastor

Primary Function:

Acknowledging that liturgy and sacramental life are integral to the expression of our Catholic faith, the Music & Liturgy Director, under the supervision of the Pastor, is responsible for ensuring quality music and liturgical celebrations that enhance the "... full, active, and conscious participation..." of the Holy Spirit Catholic Church Parish Family. Rooted and centered in the energy and power of Jesus' call to discipleship, the Music & Liturgy director is blessed with a deep love of the People of God and the Catholic Church. He/she is a person of strong faith, knowledgeable in Church teachings, knowledgeable of the liturgical standards as put forth in the General Instruction of the Roman Missal, and committed to the mission of the Catholic Church. The Music & Liturgy Director promotes Gospel values, and will work with others to provide and enable the highest possible standard of worship in this parish.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- Bachelor's degree or higher in music or related field or 3 years direct experience in performing the essential duties of the position
- Full knowledge and understanding of Catholic Liturgy, including the following liturgical documents as they relate to execution of the duties assigned this position:
 - The New Roman Missal
 - The Lectionary
 - General Instruction of the Roman Missal
 - Sing to the Lord – Music in Divine Worship (USCCB)
- Be a practicing Catholic
- Have excellent piano skills
- Working knowledge of computer software programs including Microsoft Word, Excel, and Publisher required.
- Be committed to facilitating quality liturgical experiences which work toward a sense of local ownership of worship.
- Possess the ability to work well with people; the congregation, the Pastor, and other staff members.
- Flexibility and availability to work evening and weekend hours
- The ability to successfully complete a criminal history and background check

General Understandings and Covenants

- Music is an integral part of the sacramental life of this parish. Under the leadership of the clergy, the Employee exercises an important ministry that reaches out to the staff, choir members, members of the parish, and the community.
- The Employee agrees to recognize and facilitate the pastoral dimension of this position.
- The music ministry will involve the Employee as a pastoral influence, educator, and principal musician of this parish. The Employee's pastoral concern for and counsel to all members of the choir and the parish are to exemplify the Catholic spirit of this place. As an educator, the Employee will teach music and explain Liturgical concepts. As a liturgist, the employee will ensure that our liturgical celebrations adhere the guidelines of the General Instruction of the Roman Missal. As a musician, the Employee will be diligent in preparation and performance, and will cooperate with others to provide and enable the highest possible standard of worship in this parish.
- The Employee and the Employer agree to meet regularly to facilitate collegiality in the music ministry.
- It is understood that a variety of traditions and styles in music may be appropriate for Mass, and that the use of a variety of instruments is expected.

Primary Duties and Responsibilities

Liturgy Responsibilities

- Under supervision of and in collaboration with the Pastor, coordinate all Parish liturgies and related events
- Supervise, collaborate with, and support the Liturgy Committee at seasonal meetings in preparation for celebrations of the liturgical year
- Oversee the selection, training, and scheduling of all liturgical ministers, whether handled directly or indirectly, including Eucharistic Ministers, Sacristans, Ushers, Greeters and Music Ministers.
 - Recruit, facilitate and support the Liturgical Servant Leaders in their respective ministries, as they offer initial and on-going training and spiritual formation to the liturgical volunteers
 - Recruit and support Mass Coordinators for the weekend liturgies
- Coordinate rites and liturgical services in conjunction with:
 - RCIA Team
 - Faith Formation Teams for First Eucharist, First Reconciliation, Confirmation
 - Other Parish organizations as deemed necessary by the Pastor
- Coordinate and plan for Masses of Christian Burial and Masses of Remembrance
 - Schedule qualified accompanist and cantor to serve at Masses of Christian Burial
 - Create and print worship aids for Masses of Christian Burial
 - *When Pastoral Associate is unavailable*, meet with family members and/or friends of deceased to assist with preparations for Masses of Christian Burial, including:
 - Selection of Scriptures and music for Mass
 - Provide brief biographical notes about the deceased for use by Priest and Deacon
 - Explanation of ways family members may serve in various roles at Mass, if desired
 - Coordination with Funeral Meal Ministry, if a luncheon will be served
- Coordinate and plan for Wedding Masses or Liturgies of the Word

- Distribute to wedding couple a contact list of qualified/approved accompanists and cantors to serve at Weddings.
 - If the Employee chooses to play or sing at a wedding, Employee shall be solely responsible for all taxation and accounting obligations resulting from self-employment income received from third parties, including but not limited to, quarterly estimates and payments of all appropriate taxes and FICA/Medicare contributions.
 - Meet with wedding couples to assist with preparations for the liturgical celebration of the wedding, including:
 - Selection and approval of appropriate music for service
 - Notify/collaborate with Parish Wedding Coordinator regarding musical elements of the wedding
 - Be present during wedding rehearsals and/or weddings as Pastor requires, ensuring that all policies and procedures are followed, and that our worship space is returned to the proper condition for the next Mass. When not present, you are responsible for finding or designating a substitute.
- In collaboration with Pastor, prepare scripts for celebration of Holy Days, Triduum rituals, and other celebrations throughout the liturgical year
 - Prepare scripts and worship aids for Lenten Evening Prayer
 - Maintain current knowledge of liturgical norms and documents through on-going study and research
 - Request maintenance/repair of Parish sound systems
 - Manage the art & environment of the Church, researching and ordering supplies as needed
 - Research and order liturgical supplies as needed
 - Update (annually) and adhere to approved budget for Musical & Liturgical needs of the parish
 - Attend diocesan Liturgy and Music Directors meetings

Music Responsibilities

- Select quality music choices for all Parish Masses, rituals, and related events, based on the three judgments of music: musical, liturgical, and pastoral
- Play for weekend and Holy Day liturgies – a minimum of 75% of all liturgies annually
- Supervise, collaborate with, and support the Director of the Parish Choir Director
 - Recruit, train, and maintain the membership of the Parish Choir
 - Recruit, train, schedule, and maintain members of the Parish Cantor program
- Supervise, collaborate with, and support the Director of the Parish Youth Choirs
- Play, sing, or ensure a qualified substitute to serve for Masses of Christian Burial
- Play, sing, or ensure a qualified substitute to serve for Lenten Liturgy of the Hours (Evening Prayer) and Stations of the Cross, Celebrate Your Marriage, Communal Reconciliation Services, Vacation Bible School, parish prayer services, First Sacrament services, etc.
- When not available due to vacation or sick leave, assist in the hiring of substitute musicians, including pianists, instrumentalists, directors, and vocalists. The fees for the substitute musicians are payable by the Employer, but must be approved by the Pastor, and be in line with annual budgeted amounts for other musicians. For high feast

celebrations such as Christmas and Easter Masses, additional musicians may be hired to provide for a fuller sound. It is hoped and should be encouraged, however, that all musicians participate freely, offering their time and talent as ministry to the parish

- Communicate with volunteers of the Parish Music Ministry by providing calendars and informational messages of upcoming events
- Research, order, and maintain the parish music library in an orderly fashion and maintain, at the Employer's expense, with help from the Music/Liturgy Assistant and volunteers, a suitable number of copies of musical pieces to enable performance of those pieces by the choirs or ensembles. The Employee shall not engage in the unauthorized duplication of copyrighted materials by photocopying or any other means that would expose the Employer to liability for penalties under existing or future copyright laws. In the event that photocopying of music becomes necessary for appropriate purposes, the Employee, on behalf of the Employer, shall first obtain all necessary permissions and authorizations prior to any such reproduction of copyrighted materials. The Employer hereby indemnifies the Employee from all liability in connection with the foregoing, provided the Employee complies with this paragraph
- Be responsible for the maintenance and purchase of all musical instruments, music, and music supplies. Expenditures in this area shall not exceed the amount provided in the church budget for the current fiscal year.
- Report to the appropriate committee(s) on the condition and needs for the maintenance of the Employer's musical instruments and equipment. The Employer shall provide for the proper care of these instruments.
- Be present in the buildings and facilities of the Employer a minimum of 40 hours weekly, of which hours at least 20 shall be during the normal office hours, in order to facilitate communication with staff and to achieve integration and collegiality with all programs of the Employer.
- Employee will be granted 2 regularly scheduled days off per week. The specific days chosen must be approved by the Pastor but may not include Saturdays or Sundays.
- Own the copyright and/or the rights granted by copyright holder to any work composed, created, arranged, or otherwise modified by the Employee, regardless of whether the composition, creation, arrangement, or modification was done during the term of this contract and/or at the direction of the Employer.
- In the event that the Employer's job requirements change, the Employee in exchange for being considered for additional, new and/or different duties and responsibilities agrees to pursue, at the Employer's additional expense, training and professional development in order to meet the demands of the new duties and responsibilities.
- Attend Diocesan Liturgy and Music Directors meetings
- Ensure qualified substitutes are enlisted when Director of Liturgy and Music is absent.
- Update (annually) and adhere to approved budget for Musical & Liturgical needs of the parish.

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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, play the piano, operate a computer, including use of a keyboard, reach with hands and arms; talk

and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.