



# Church of the Sacred Heart

## Director of Music and Liturgy

December 2021

FLSA: Non-Exempt (Hourly)

### GENERAL DESCRIPTION

The Director of Music and Liturgy is of service to the Church at prayer, who shares faith, serves the community, and expresses the love of God and neighbor through music and liturgy.

### DUTIES AND RESPONSIBILITIES

#### *Liturgical/Musical:*

- Assure that all Sunday and holy day liturgical celebrations have appropriate music and scheduled musicians.
- Take lead on planning music for liturgical celebrations and consult with pastor regularly.
- Accompany choirs, cantors, and liturgies as needed.
- Rehearse with choirs, cantors, and musicians as needed.
- Take the lead on planning and organizing Christmas, Lent/Holy Week services.
- Assist with music planning for engaged couples, funerals, special events.
- Recruit and train musicians and cantors.
- Prepare petitions and introductions for the Sunday liturgies.

#### *Administrative:*

- Oversee the maintenance needs of all music equipment and instruments.
- Prepare and manage annual music budget in collaboration with the Parish Administrator.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Well-developed oral, written, and interpersonal communication skills.
- Understanding of the Catholic Church and Church teachings. A person of faith and prayer. Articulate and confident in matters of faith.
- Roman Catholic in good standing.
- Proficiency in planning, organizing, and coordinating events and programs.
- Experience in directing and managing volunteers.
- Thorough knowledge of liturgical music and an understanding of how music is integral to, yet serves, the liturgy.
- Ability to plan music for the liturgies and execute these plans successfully.
- Proficiency in keyboard and conducting skills.
- A degree in liturgical music or a related field, or significant experience in a similar role.
- Bilingual English/Spanish is preferred but not required.

**WORKING CONDITIONS**

- General office setting for planning and meetings.
- Church facilities for rehearsals and liturgies.
- These responsibilities will be fulfilled in a 20-hour work week with some regular office hours including attendance at weekly staff meetings.
- Additional hours may be necessary from time to time, depending on the workload and liturgical season.

**ACCOUNTABILITY**

The Director of Music and Liturgy is accountable to the Pastor.

**COMPENSATION**

Compensation will be paid in an amount agreed upon with the Pastor.