

# COORDINATOR OF LITURGY AND MUSIC

## PURPOSE:

To promote and facilitate the full, conscious and active participation of the faith community in the liturgical life of the parish, Holy Spirit Catholic Church.

## MINISTRY RESPONSIBILITIES:

### A. Liturgy responsibilities

- Oversees all aspects of the liturgical life of the parish, including the planning, scheduling and staffing of all public worship services for the parish, including weekend masses, holy days, funerals, Triduum, and communal reconciliation services.
- Recruits, trains, coordinates and forms the liturgical ministers of the parish.
- Oversees the scheduling of all liturgical ministers, working closely with the Administrative Assistant who creates the schedule using *Ministry Scheduler* program.
- Oversees the purchasing of liturgical supplies from appropriate vendors.
- Acts as chair/staff liaison to the liturgy commission.
- Acts as staff liaison to the decorating committee.
- Coordinates with the RCIA Director those aspects of the initiation process that relate to its rituals.
- Coordinates with the Faith Formation staff in the celebration of the sacraments of First Reconciliation, First Communion and Confirmation.
- Assists in the liturgical formation of the parish through appropriate vehicles of communication such as electronic devices, bulletin, verbal announcements, liturgies, workshops or seminars.
- Writes the Universal Prayers for weekend and holy day liturgies.
- Meets with engaged couples to plan their wedding ceremony.
- With the Pastor and Pastoral Associate, meets with a family to plan the details of a funeral liturgy.

### B. Music ministry responsibilities

- Oversees all aspects of the parish liturgical music program including recruiting, training and formation of musicians, scheduling and coordinating music ministry in the parish, coordinating competent groups of singers, cantors, pianists, and other instrumentalists for participation in liturgy.
- Maintains, catalogues and updates as necessary the parish music library including printed and electronic planning resources.
- Provides music coverage for weekend liturgies, holy days, funerals, reconciliation services, celebrations of First Reconciliation, First Communion, Confirmation, and other liturgical services planned for the parish.
- Oversees the preparation of the weekly liturgy worship aid, working closely with the Parish Office Manager in its creation.
- Meets regularly and collaboratively with volunteer directors of the various music groups for scheduling, music selection and ongoing support.
- Provides support, coordination, and direction to the various music groups and cantors.
- Develops and directs new music groups for participation in parish liturgies. as needed.
- Oversees and makes provisions for the necessary care of the grand piano, the maintenance of microphones, music stands and other equipment used in the presentation and support of the various music ministries.

### **C. General staff responsibilities**

- Maintains fiscal responsibility by proposing, tracking, and respecting the budget.
- Attends staff meetings and retreats.
- Provides communications directly to the Pastor.
- Attends Diocesan Ministry days for further enrichment and networking with others responsible for various aspects of liturgy.

### **D. Ministry requirements**

- Professionally trained and skilled (i.e., College Degree in Theology, Liturgical Theology, music or related field) with some experience in music and/or liturgical ministry.
- A solid understanding of the Roman Catholic faith and knowledge of Catholic liturgy.
- Supports the mission and purpose of the Roman Catholic Church.
- Practicing member of the Roman Catholic faith.
- Mature, responsible adult with strong, interpersonal skills.
- Ability to work as part of a team.
- Ability to communicate effectively in a variety of settings (e.g. large group, small group, one-on-one, before the parish community, etc.)
- Flexibility in work hours; some evenings and weekends are required.
- Willingness to accept variations in ministry responsibilities after mutual discussion.

### **E. Knowledge, skills and abilities required**

- Must be a skilled choral director, including the ability to direct from the bench.
- Must be a skilled keyboard player.
- Must be able to get along well with people.
- Must be attentive to details and accuracy.
- Must demonstrate initiative and be self-motivating.
- Must be flexible in meeting the needs of the job and able to follow directions.
- Computer proficiency using Microsoft Word products; working knowledge of - or willingness to learn - the *Finale Music* program.

## **WORKING CONDITIONS**

Full-time employment including weekends and some evening hours. Actual hours spent each week will vary with the tasks at hand.

## **ACCOUNTABILITY**

The Coordinator of Liturgy and Music reports directly to the Pastor.