

Director of Music & Liturgy Posting

Description: Full-time Director of Music & Liturgy opportunity with benefits in the Diocese of Rockford (St. Thomas the Apostle Catholic Church in Crystal Lake, IL). Music resources from GIA in the pews; vibrant Parish with approximately 3000 families. Duties include but are not limited to:

- Planning and scheduling music/musicians for all liturgies (there are 6 Masses per weekend)
- Director of Traditional Adult Choir (40 members)
- Director of Children's Choir (40+ members)
- Director of Handbell Choir (10 members)
- Scheduling and training of Cantors/Accompanists
- Distributes music to Music Ministers (cantors, accompanists, instrumentalists, choir members, etc.)
- Supervises and maintains the parish's musical resources
- Oversee both of the Contemporary Groups (these have leaders already)
- Directing 9am Mass Weekly, Children's Choir twice a month at the Noon Mass, Direct Handbell group at one Mass per month, fill in for other Masses as needed.
- Work with Liturgy Assistant in coordinating recruitment, training and scheduling of other liturgical ministries including Lectors, EMEs, Sacristans, Altar Servers, etc.
- Creation of annual budget for Music and Liturgy Departments.
- Planning and execution of all funerals (approximately 60 per year) and weddings (approximately 20 per year) for the Parish.
- Scheduling and planning of Instrumentalists for Holy Days and special Masses.
- The successful candidate will be a humble, collaborative person accustomed to multitasking and deadlines and ability to work with many different kinds of people.

Qualifications:

- Active member of the Roman Catholic Church (in good standing)
- Knowledge of and experienced in Roman Catholic liturgy and sacred music
- Minimum Bachelor's degree in Music or Liturgy, or related field
- Proficiency with organ and piano (preferred)
- Ability to direct a choir
- Experience with Handbells (preferred)
- Good communication and teaching skills
- Enthusiasm and ability to work effectively with others (parish staff, ministry members, and parishioners)
- Highly organized, self-managing, project-oriented, detail-oriented, team player

Salary Range: Negotiable with experience

To apply: Please use the link below to apply/attach cover letter and resume.

<https://www.saintthomascatholicchurch.org/dml.html>