

JOB DESCRIPTION – OUR LADY OF THE ASSUMPTION
DIRECTOR OF LITURGY & MUSIC (DLM)

Duties and Responsibilities

LITURGICAL/MUSICAL

Sunday Masses:

- a. Responsible for liturgy planning of all weekend liturgies. Appropriate choice of musical selections according to documents, season and readings.
 - Choose music familiar to the congregation and introduce new music with focus on suitability and retention.
 - Compiles, writes or creates vocal or instrumental music as needed for celebrations.
 - Contracts special musicians (Brass, Strings, etc.) for Solemnities like Christmas and Easter.
- b. Responsible for musical leadership at all weekend liturgies. i.e., keyboard, vocal and choral needs.
- c. Responsible for scheduling and formation of all lay-liturgical ministers: Altar Servers, Proclaimers of the Word, Extraordinary Ministers of Holy Communion, Hospitality, Sacristans

Sacramental Celebrations:

- a. Responsible for all liturgical/musical celebrations of all Sacraments including Baptisms (when desired), First Eucharist, Reconciliation Rites, Confirmation and Anointing of the Sick.
- b. Responsible for liturgical/musical preparation of all weddings. This includes meeting with each couple to assist them in the appropriate choice of music.
- c. Approval of outside parish musicians when requested.
- d. Stipends for weddings are in addition to regular salary.

Order of Christian Funerals:

- a. Responsible for selecting appropriate music with input from the family.
- b. Direct and rehearse the Resurrection Choir.
- c. Secure accompanist and/or cantor as needed.
- d. Stipends for funerals are in addition to regular salary.

Holy Days and other celebrations and devotions:

- a. Responsible for liturgical/musical planning and execution.
- b. Assist in planning Stations of the Cross and other devotions.
- c. Rehearse and direct Children's Choir for Christmas Liturgy.
- d. Assist with other special feasts and services which may occur during the year. i.e., Memorial Day, Ecumenical Services

Liturgical Planning of Celebrations:

- a. Oversee and develop Parish Liturgy Committee
- b. Oversee Arts & Environment planning and execution during all liturgical seasons

School and Faith Formation

- a. Responsible for all school & Faith Formation liturgies.
- b. Assist teachers in planning liturgies

Parish Music Groups:

- a. Recruit, develop and direct or accompany the adult choir; one rehearsal weekly and a designated Parish Sunday Liturgy. (Sept.-Body & Blood)
- b. Oversee musical and liturgical development of accompanists, cantors and other musical

Miscellaneous:

- a. Order, maintain and have available resource material pertaining to liturgy and music.
- b. Secure copyright permission as needed.
- c. Prepare and reproduce worship aids for liturgies as needed
- d. Oversee tuning and repair of parish musical instruments, books and supplies.

EDUCATIONAL:

- a. Liturgical education of Assembly through parish bulletin and newsletter.
- b. Available to school staff, faith formation, OCIA and other groups for liturgical education
- c. Maintain membership/affiliation with local and/or national groups to continue your education and ability to stay up to date.

PARISH STAFF:

- a. Regular meetings with Pastor and other staff members
- b. Work in conjunction with Pastoral Staff to help create within the parish a good sense of community, worship, service, education and Parish Mission.

BUDGET:

- a. Prepare and follow an annual operating budget.

MISCELLANEOUS:

- a. Perform other duties which may be agreed upon between DLM and pastor or other staff.

Successful candidate should possess the following qualifications:

- a. Degree in music, liturgy or related field.
- b. Working understanding and knowledge of the liturgy
- c. Choral conducting experience and/or proficiency with piano, organ or voice
- d. Ability to pass background check with may include fingerprinting, drug testing and credit history.
- e. Outstanding communication, organizational and interpersonal abilities.
- f. Practicing Catholic in good standing or extensive experience with Roman Catholic liturgy.

Salary is commensurate with education and experience. Benefits are offered according to diocesan and parish policies. Safe environment training is required of all parish employees and volunteers. Demonstration of organ/piano or vocal skills will be required.

To apply, send a cover letter, resume and references to: Marianne Stanton, Business Manager at mariannes@olabeloit.com