

PERSONNEL POLICY GUIDELINES FOR PARISHES
JOB DESCRIPTION – ASSISTANT DIRECTOR OF LITURGICAL MUSIC

I. IDENTIFYING INFORMATION

Position Title: ASSISTANT DIRECTOR OF LITURGICAL MUSIC

Status: Part time, Exempt, 12 month

Reports to: Director of Music and Liturgy

Works with: Director of Music and Liturgy, other pastoral staff

II. PRIMARY FUNCTION OF THIS POSITION

The Assistant Director of Liturgical Music serves the parish as an assistant to the Director of Music and Liturgy, and as an organist and vocalist according to the highest professional standards established by this profession.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Provides service by playing for the regular parish Masses at the Saturday vigil Mass, the Tuesday evening Mass and Benediction, the Wednesday morning school Mass, with the possibility of other celebrations on Holy Days, weddings and funerals.
 - Trains, directs, and supervises cantors at the parish and school programs.
 - Provides hymn lists, as well as additional music (psalm, gospel acclamation, etc.) for school cantors
 - Works closely with the music teacher at the school for rehearsals with students involved in school liturgies
2. Provides for liturgical updating and education of the parish
 - Introduces new music and encourages congregational participation
 - Communicates through parish bulletin or newsletter
3. Maintains and develops personal and professional skills
 - Attends in-service training opportunities
 - Sharpens skills through personal practice

4. Works with Director of Music and Liturgy to manage budget for liturgical music
5. Cooperates with the liturgical music projects of the Deanery and or Archdiocese when feasible
6. May be involved with the other choirs at the parish
7. Other duties as assigned

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

- Must have a high degree of proficiency in the use of the organ, piano, and voice as attested to by formal credentials and a personal performance audition
- Should have a working knowledge of other instruments which might be used in liturgical music
- Must have a knowledge and appreciation of the Church's liturgical tradition as well as current liturgical practice
- Must have the ability and desire to lead and sustain a program of quality congregational singing
- Must have a good knowledge of quality repertoire available for liturgical music programs for choirs, organ, and congregation
- Preferred: skill as an effective choral conductor as demonstrated by formal credentials and/or a choral audition (rehearsal)
- Preferred: willingness to serve as a substitute for Sunday liturgies for the Director of Music and Liturgy when needed/requested

B. EDUCATION, TRAINING AND/OR EXPERIENCE

1. The qualifying degrees or credentials for professional status for Assistant Director of Liturgical Music can be met in a variety of ways, including but not limited to:
 - Bachelor's Level: A Bachelor of Arts or Bachelor of Music degree in music performance or music education, or Colleague's Certificate (CAGO) and the Choir Master's Certificate (CMAGO) in the American Guild of Organists
 - Private Study Level: The Archdiocesan Organ Proficiency Exam, or the Service Playing Certificate in the American Guild of Organists
2. Prior experience in parish liturgical music programs is highly preferred.

VI. WORKING ENVIRONMENT

Regular weekend and evening work hours required. Along with the regular parish liturgical schedule, musicians may be required to provide music for additional services during Holy Week, sacramental celebrations, weddings and funerals.

- Weddings and funerals are not included in the yearly salary. Compensation occurs through Archdiocesan pay after the liturgy takes place.