

I. ST. IGNATIUS - DIRECTOR OF WORSHIP AND MUSIC

FULL TIME, EXEMPT, REPORTS TO PASTOR

II. PRIMARY FUNCTIONS

The Director of Worship and music serves the Parish by coordinating all the liturgical and sacramental aspects of parish life. This person would also be the principal musician and coordinator for other parish musicians and choir directors. He/she is a close collaborator with the pastor, supporting the pastor and other clergy in the ministries of sanctifying, teaching, and governing. Must be a practicing Catholic and in good standing with the Catholic Church.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Sanctifying

- a. Ensure that liturgical and sacramental celebrations are well prepared and celebrated.

2. Teaching

- a. Oversee and assist in the formation and preparation of candidates for sacramental celebrations.
- b. Direct efforts in liturgical catechesis for the faithful.
- c. Oversee the formation and training of lay liturgical ministers.
- d. Trains, directs, and supervises choirs, instrumental ensembles, and cantor programs.
- e. Prepares assembly for liturgies through rehearsals prior to liturgies, rehearsals with students in parish school, or religious education programs.
- f. Introduces new music and encourages congregational participation.

3. Governing

- a. Assist the pastor in establishing policies and guidelines for worship and sacraments.
- b. Supervise other liturgical and sacramental staff including music ministers, sacramental preparation staff, sacristans, et al.
- c. Serve as staff liaison to the Worship and Sacraments Commissions and other consultative bodies.
- d. Actively participates in parish organizations including pastoral staff, Worship Commission, liturgy preparation groups, and music support committee.
- e. Cooperates with the liturgical music projects of the Deanery and Archdiocese when feasible.
- f. May be involved with parish school music program, so Safe Parish participation is required.

IV. POSITIONS SPECIFICATIONS AND REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND ABILITIES

- a. Must have a knowledge and appreciation of the Church's liturgical tradition as well as current liturgical practice.
- b. Must be able to supervise other ministerial staff.
- c. Must be collaborative with other members of the parish staff and parish volunteers.

- d. Familiarity with general office software, as well as ministry scheduling software, music notation software, or design software.
- e. Written and oral communication skills.
- f. Willingness to learn through continuing education, particularly in the areas of worship, sacraments and music.
- g. Must have a high degree of proficiency in the use of the organ and working knowledge of other musical instruments.
- h. Must have a knowledge and appreciation of the Church's liturgical tradition and practice.
- i. Must have the ability to lead and sustain a program of quality congregational singing, including programs for adult and children's choirs.

B. EDUCATION, TRAINING AND EXPERIENCE

- a. A Master's Degree in liturgical studies, music performance or education, sacramental theology, pastoral ministry, or theological studies is preferred.
- b. A Bachelor's in theology/pastoral ministry or a related field with advanced study in liturgical or sacramental theology is acceptable.
- c. Experience in parish ministry, especially in the areas of liturgical ministry, music ministry, or sacramental preparation is helpful.
- d. Experience supervising other ministerial staff is helpful.
- e. Any of these certificates is helpful: FAGO, AAGO, CMAGO, CAGO, AoC Organ Proficiency Exam, Service Playing Certificate in the American Guild of Organists.

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

- a. Preparation and administration of annual worship and music budget.
- b. Supervises and is accountable for expenditures.

VI. WORKING ENVIRONMENT

The Director of Worship and Music works in office space along with other members of the staff and leadership team. He/she participates in meetings and activities of the staff and team, and meets regularly with the pastor. Regular weekend and evening hours are required.