

**JOB DESCRIPTION
DIRECTOR OF WORSHIP
FOR ST. MARY CHURCH
Full Time
Start Date: September 1, 2010**

GENERAL DESCRIPTION

Responsible for facilitating the worship life of the parish community by coordinating and providing quality liturgical experiences which celebrate and strengthen the St. Mary assembly's journey of faith especially through the Eucharist.

DUTIES & RESPONSIBILITIES

- A. Directs the Parish worship program, including the planning of liturgical seasons, sacramental celebrations, and all other liturgical services.
- B. Is visibly present to main parish groups at principal parish events and is attuned to the living faith and real concerns of the parishioners.
- C. Chairs the liturgy committee.
- D. Directs the Music program of the parish, including the selection of music for all celebrations, and serves as choir director.
- E. Coordinates the ministries of all persons involved in liturgical functions, including recruitment, training and scheduling.
- F. Works directly with cantors, psalmists, musicians, choir accompanist(s), lectors, Eucharistic ministers, greeters, MCs and servers including recruitment, training, scheduling, and workshops annually for all ministers.
- G. Prepares and manages the worship budget & maintains liturgy/music files.
- H. Provides for the periodic evaluation of the quality of the worship experience and ministries.
- I. Serves as leader of prayer when appropriate.
- J. Coordinates the publishing of worship aids and other booklets as required.
- K. Accompanies the singing assembly during Eucharistic and other celebrations, including funerals and weddings. (Weddings are not part of the regular 40 hour work week).
- L. Maintains professional competence through regular attendance at continuing education offerings in both liturgy and liturgical music.

QUALIFICATIONS

An active member of a liturgical faith community, within the Roman Catholic tradition
A Bachelor's degree in music, with a concentration in choral conducting and Roman Catholic Liturgical history and practice. Master's degree or equivalent experience preferred.

A demonstrated working knowledge of various choral styles, including but not limited to plainchant, polyphony, traditional and contemporary hymnody, gospel and spirituals.

A demonstrated high degree of proficiency in the use of organ and piano, and a working knowledge of other instruments.

A willingness to improve knowledge and skills through course-work and professional associations.

Willing to be a member of National Pastoral Musicians

ACCOUNTABILITY

Reports to and is directly responsible to the Pastor.