

SACRED HEART PARISH DIRECTOR/COORDINATOR OF MUSIC & LITURGY

The Director/Coordinator of Music & Liturgy is a pastoral musician of service to the church at prayer. The pastoral musician possesses a deep love for Jesus Christ and a desire to serve Him through music and liturgy in order to enhance the celebration of the Holy Mass for all present.

MUSICAL SKILLS & RESPONSIBILITIES:

The Director/Coordinator of Music & Liturgy has attained skills in applied music and music theory.

These skills include:

- Proficiency in piano and/or voice with experience utilizing these gifts to enhance the celebration of the Mass.
- If not proficient in piano, must have the ability to learn & run the Clavinova piano with recordings and organize digital music files as needed.
- Basic knowledge of keyboard technique, transposition, choral conducting, and/or group vocal techniques for adults and children.
- Ability to organize music and lead choir and/or cantors for 3 Masses each weekend as well as holy days of obligation, Christmas, Triduum and Easter Masses, and special sacramental Masses. This will include scheduling any necessary practices for music ministers.
- Ability to engage the faithful in the musical celebration of faith.
- Understanding of various musical elements used in liturgy, including litanies, acclamations, psalmody, and contemporary song form, and the proper use and timing of each.
- Knowledge and maintenance of the sound system as pertains to the space of worship.

LITURGICAL SKILLS & RESPONSIBILITIES:

The Director/Coordinator of Music & Liturgy has a knowledge base of the rubrics and particulars of the liturgy of the Roman Catholic Church and is able to integrate this with musical skills so that the liturgical music component of worship can be celebrated. Other skills include:

- Knowledge and application of Church documents such as the Constitution on the Sacred Liturgy and the General Instruction of the Roman Missal.
- Understanding of the requirements of the lectionary, the liturgical calendar, the sacramentary, and the sacramental rites.
- Preparation for and implementation of the great feasts and seasons of the church (Advent, Christmas, Lent, Easter) and Sundays of Ordinary Time, for which they are solely responsible with the pastor. This will include liturgical celebrations that only occur occasionally, such as Confirmation.
- Working with Coordinator of RCIA to schedule and implement various rites through the year as well as Easter Vigil.
- Working with Coordinator of Religious Ed for sacramental Masses and special RE events, such as the Christmas pageant.

ORGANIZATIONAL SKILLS & RESPONSIBILITIES:

A high level of organization and planning is important for good celebrations. The Director/Coordinator is able to organize these aspects of the music program of the parish:

- Coordination of musicians and music ministries including pulling, sorting, and filing necessary sheet music.
- Long and short range planning of music in conjunction with liturgical season and scripture readings for the day.
- Maintenance of the schedule of all music ministers and liturgical ministers.
- Online music reporting for licensing purposes.
- Good computer skills and working knowledge of Microsoft Office products.
- Presence at and participation in all aspects of parish planning with staff.
- Maintenance of the music library.

ADDITIONAL RESPONSIBILITIES

Preparing for liturgical celebrations:

- Coordinating funerals to include: meeting with family to aid in selection of readings and music; finding all necessary musicians for the Mass; coordinating within the Rite including ministers, eulogy, etc.
- Coordinating weddings to include: meeting with couple to plan the ceremony, appropriate readings, intercessions, music, decorations, use of hall, and the day-of coordination of all parts of the Mass/ceremony.
- Ensuring all readings, intercessions, and other items are ready for each weekend Mass.
- Preparation of materials for liturgical celebrations, especially Advent and Lent seasons, Christmas, Palm Sunday, and Triduum/Easter. These seasons require more work hours than at other times of the liturgical year.

Other Duties:

- Coordinating with business manager to order liturgical aids (missals, workbooks, etc.)
- Staying current on additional church documents, such as the New Roman Missal, Rite of Christian Initiation of Adults, and other documents as needed.
- Entering weddings and sacraments as needed into sacramental register.
- Other duties as needed by the pastor or business manager.