

JOB DESCRIPTION

TITLE: DIRECTOR OF LITURGY AND MUSIC for
OUR LADY OF MOUNT CARMEL PARISH
ST FRANCISVILLE, LA

REPORTS TO: PASTOR

FLSA STATUS: FULL-TIME, EXEMPT

OVERVIEW: The Director of Liturgy and Music is responsible for the administration, coordination and supervision of all liturgical and music ministries in the parish and serves as resource person to the pastor, parish staff, and Worship Commission on liturgical matters.

DUTIES AND RESPONSIBILITIES:

MUSIC

1. Serve as principal organist/accompanist at four Sunday Masses, all holy day liturgies, and funerals.
2. Run weekly choir practice
3. Direct cantor, choirs and liturgical musicians at the 9:45AM Sunday Mass.
4. Direct cantor, children choir, and liturgical musicians at the 11:30AM Sunday Mass once a month. Serve as principal organist/ accompanist the other weeks.
5. Coordinate and schedule cantors for all parish liturgies, as well as ensure their formation.
6. Oversee the selection of liturgical music for choir and assembly for Sunday and holy day liturgies.
7. Booking and arranging of music for instruments and ensembles as needed.
8. Assist wedding Couples in planning music, readings, ministers and environment for the Rite of Marriage.
9. Assist, along with the priest, in the planning of music, readings, ministers for the Rite of Funerals.
10. Create and print worship aids and/or song sheets for parish liturgies, as needed.
11. Oversee maintenance of musical instruments (pianos and organ) and music equipment.
12. Empower music ministry leaders to provide retreats, workshops, socials for music ministry. Ensure their ongoing liturgical and spiritual formation.
13. Work in collaboration with the pastor to provide liturgical formation to parishioners.
14. Plan and facilitate a Christmas concert apart from regular parish liturgies.
15. Play for and lead music for weekly Vespers & Benediction Service at 5:00 on Thursdays
16. Coordinate music and ministers for yearly Eucharistic Procession on Christ the King Sunday.

LITURGY

1. Weekly liturgy preparation: provide intercessions, announcements, outline of events and rites in the liturgy for the priests, mass coordinators, and other liturgical ministers.
2. Serve as a resource person for liturgical matters to the pastor, and parish staff.
3. Serve as a resource and support the ministry of the Ushers.
4. Serve as a resource and support the coordinators of the Altar Servers' Ministry.
5. Serve as a resource and support the coordinators and catechists of the PSR program.
6. Serve as a resource and support the coordinators to schedule, train and coordinate the Ministry of Readers.
7. Serve as a resource and support coordinators to schedule, train and coordinate the Ministry of extraordinary ministers of holy communion.

MEMBER OF THE PARISH STAFF

1. Participate in all staff meetings.
2. Participate in staff planning.
3. Prepare calendars with coordinators of ministries and parish staff.
4. Prepare and oversee liturgy and music program budgets
5. Participate in continuing education in the areas of liturgy and music (choral conducting, organ performance).

QUALIFICATIONS

- . A significant ability to form relationships with parishioners and staff members.
- . A solid understanding of liturgy and liturgical music.
- . A Bachelor Degree in Liturgy, Organ Performance, Coral Directing or Sacred Music or a related field.
- . Some experience preferred.

SALARY: based on experience

START DATE: as soon as possible

CONTACT:
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