

MUSIC AND CHORAL DIRECTOR, COORDINATOR OF LITURGY

Church of the Resurrection

1600 11th Ave SE
Rochester, MN 55904

FSLA: Exempt, Full Time

Revised January 20, 2020

Job Purpose: To perform in an enthusiastic and professional manner the duties of a music and choral director. To develop a prayerful, singing assembly by supporting the gospel message through song that challenges the assembly to live their faith as missionary disciples. To coordinate the celebration of the Liturgy and all other activities relating to worship and prayer within the parish faith community.

The Music and Choral Director, Coordinator of Liturgy is responsible to the Pastor of Resurrection Catholic Church who administers a yearly evaluation along with the Parish Administrator.

Music and Choral Responsibilities:

- Attend all weekend liturgies to provide oversight for music ministries, assuring that all positions are appropriately filled.
- Create a musical setting that enhances the Sunday experience of the assembly
- Promote a full and active participation of the assembly, paying close attention to the Revised Roman Missal instructions
- Demonstrate leadership qualities in leading a choral group, providing regular rehearsals for choirs, and directing choirs/ensembles at weekend Masses
- Develop an active music ministry recruitment process for all ages, building a culture of participation
- Form and coordinate a competent group of pianists and other instrumentalists for participation in liturgies
- Schedule all musicians, choirs, and cantors for each liturgy throughout the year. Distribute schedules and music in a timely fashion. Direct training, formation and enrichment for music ministers
- Oversee certification process for music ministers through the National Association of Pastoral Musicians (NPM)
- Participate in Staff meetings
- Obtain copyright permission for music
- Offer special musical services, choral programs, or recitals which could include outside resources or talent
- Provide musical support for other parish ministries, i.e. Sacraments, Sunday school, and faith formation
- Attend funeral preparations to facilitate music planning (see also funeral liturgical responsibilities)

- Work with marriage preparation couples in the planning of music (see also wedding liturgical responsibilities)
- Maintain communication and collaborate with the Parish Administrator who provides oversight of all ministries
- Maintain and further develop professional and personal skills through practice and in-service training conferences; attend diocesan and national workshops to strengthen information on topics consistent with position

Liturgical Responsibilities:

- Coordinate parish liturgies with Pastor and/or other presiders including Communal Penance Services for Advent and/or Lent
- Assist members of the Art and Environment Committee with parish decorations as they relate to the liturgical calendar
- Oversee the data entry and scheduling for all liturgical ministries, providing one-month advanced notice whenever possible for daily, weekend, and special annual liturgies
- Direct training, formation, and enrichment for the following liturgical ministers: Extraordinary Ministers of Holy Communion, Greeters, Lectors, Sacristans, Servers, and Ushers
- Collaborate with Pastor, Faith Formation or other staff in celebrating First Reconciliation, Communion, Confirmation or other rites of the Catholic Church.
- Attend funeral preparations to facilitate liturgy planning (see also funeral music and choral responsibilities)
- Work with marriage preparation couples in the planning of liturgy (see also wedding music and choral responsibilities)
- Prepare readings and petitions for funerals and weddings. Work with Office Manager in preparing programs for funerals.
- Prepare announcements and petitions for weekends and Holy Days
- Oversee special events (i.e. Corpus Christi Procession)
- Communicate with persons/groups to schedule dates for leading Stations of the Cross on Fridays during Lent. Assist in the choice of Stations to be used.
- Attend diocesan and national workshops to strengthen base information on topics consistent with position.
- Write and edit a weekly bulletin column with a liturgical focus
- Convene the Liturgy Committee for overall seasonal planning for the liturgical year
- Oversee the maintenance of sound systems, carillon, and other liturgical resources

Requirements:

- Prayerful and faith-filled person, actively involved in the life of the Catholic parish community
- BA or MA in Music, Liturgy, Sacraments, Theology, or related field is desirable
- 3 years' experience preferable
- Strong background in Catholic musical and liturgical practices and a commitment to the directives and spirit of the Second Vatican Council

- Proficiency in all aspects of liturgical planning and implementation
- Strength in organization including budgeting and balancing a varied work schedule
- Leadership skills including an ability to recruit, evangelize, and strengthen music and liturgical ministers, collaborate with others, and resolve conflicts
- Experience and proficiency in vocal music, choral conducting and musicality. Piano proficiency preferred
- Practical knowledge of traditional, classical, and contemporary music forms
- Excellent computer skills. Experience with Ministry Scheduler Pro and Finale Notation software is desirable
- Working knowledge of basic sound system functions and digital sound boards
- Affiliation with National Association of Pastoral Musicians (NPM) is preferred