

**Job Title: Assistant to the Director of Music and Liturgy**

This part-time position is 20 hours with benefits on a pro-rata basis. The yearly salary will range from \$20,000 to \$25,000, depending upon experience.

**Job Responsibilities:**

- Work with the Director of Liturgy and Music to schedule cantors, pianists, and musicians for the Saturday 8pm Mass; oversee the Saturday 8pm Mass.
- Assist and/or lead music for Sunday Masses and various liturgies throughout the year, whether it be weekends or weekdays. Examples include Holy Days of Obligation, Ash Wednesday, Holy Hours, and Parish Mission events.
- Help set up the church for various liturgies throughout the year.
- Teach private and/or group music lessons, particularly lessons in guitar, percussion, and/or piano.
- Help promote music ministries at Resurrection and encourage music parishioner participation.
- Assist the Director of Liturgy and Music in planning music and liturgies.
- Lead youth ensemble and assist/lead other various ensemble rehearsals when needed.
- Assist in some funeral music and liturgy preparations.
- Assist in some marriage music preparations.
- Offer special musical services, choral programs, or recitals which could include outside resources or talent above and beyond what we already have.
- Provide musical support for other parish ministries, i.e. sacraments, Sunday school, and faith formation.
- Assist in the working of the sound systems, carillon, and other liturgical resources.
- Communicate and collaborate with the Pastor, Director of Liturgy and Music, and the other staff as needed.
- Maintain and further develop professional and personal skills through practice and in-service training conferences; attend diocesan and national workshops to strengthen information of topics consistent with position.
- Participate in Staff activities/meetings when prevalent.

**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; **OR**, working towards one of these degrees

- Strong or building a background in Catholic musical and liturgical practices and a commitment of the directives and spirit of the Second Vatican Council
- Proficient **OR** willing to learn to proficiency in all aspects of liturgical planning and implementation
- Strength in balancing a varied work schedule
- Leadership skills including an ability to recruit, evangelize, and strengthen music ministers, collaborate with others, and resolve conflicts
- Strong leadership skills in the ability to work with others
- Experience and proficiency in guitar and/or piano (Experience and proficiency in vocal music desirable)
- Practical knowledge of traditional, classical, and contemporary music forms
- Excellent computer skills, particularly involving PowerPoint presentations
- Working knowledge of basic sound system functions and digital sound boards

**Applying for this Position:**

If you are interested in applying for this position, please email the following to Michelle at [choirdirector@rescathroch.org](mailto:choirdirector@rescathroch.org):

- Cover Letter
- Resume
- Two points of reference with contact information