

**ST. ALPHONSUS CONGREGATION
JOB DESCRIPTION**

Director of Music and Liturgical Coordinator

The Director of Music and Liturgical Coordinator is a disciple of the Lord who is comfortable speaking of their lived love of God and the Church and has a spirit of evangelization and mission. This position's primary responsibility is to ensure excellent liturgy and sacraments all while supporting the values of the Church and Her mission to evangelize all peoples. The ideal candidate is a professional who is deeply rooted in a personal understanding and appreciation of the Roman Catholic faith and its musical and liturgical tradition. The Director is responsible for the planning, coordination and execution of music within the many parish liturgies, celebrations, and events. This position reports to the pastor.

Knowledge, Skills, & Abilities:

K: Knowledge

1. Practicing Catholic able to fully participate in the Sacramental Life of the Church
2. Bachelor's degree or equivalent required, Masters preferred.
3. Three years' experience coordinating Catholic liturgy and directing music required.
4. Knowledge of the Roman Missal, lectionary, liturgical year, liturgical norms and regulations, and liturgical tradition and practice.
5. Working knowledge in MS Office products.
6. Must have a valid driver's license for the State of Wisconsin.

S: Skills

1. Professional working attitude and collaborative approach.
2. Strong verbal and written communications skills.
3. Strong organizational skills.
4. Performance skills for *organ*, *piano*, and *voice* required. Performance skills with other musical instruments a plus.
5. Ability to lead, conduct and develop choirs

A: Abilities

1. Ability to multitask and prioritize.
2. Ability to make decisions, attentive to details, and troubleshoot.
3. Ability to maintain confidentiality.

Duties and Responsibilities:

Administrative Responsibilities

- Coordinates and provides initial and ongoing formation of ministries in the area of liturgy, ushers/greeters, acolytes, sacristans, art & environment, lectors, Eucharistic ministers, servers, gift bearers, linen and music ministries.
 - Recruit (new and existing), screen, train, enrich, and recognize ministers either directly or through others.
 - Meets regularly with ministry teams, e.g., practices, rehearsals, and meetings.
- Coordinates and prepares liturgies, in accordance with Archdiocesan office as appropriate.
- Budget and expenses:
 - Prepares annual budget.
 - Monitors Monthly expenses and revenues.
 - Authorizes respective expenditures within the approved budget.
- Attends staff meetings. Attends other meetings at the request of the Pastor.
- Acts as a resource (not member) for Pastoral Council.

Liturgical Ministry:

- Collaborates with the Pastor to manifest his vision for the liturgical year, liturgical season, and sacramental celebrations.
- Fosters hospitality and harmony within liturgy and worship.
- Fosters parishioner participation in the Mass/service.
- Prepares written liturgical schedule for the year, 3 months in advance.
- Follows liturgical norms for Mass and other liturgical rites with attention to aesthetics and needed materials/supplies, e.g., linens, bread, wine, sacred vessels, vestments, etc.
- Forms, develops, and consults with the worship committee.
- Assists visiting clergy.
- Plan and coordinate practice(s)/rehearsals,
- Coordinates music with liturgical plan.
- Participates fully in the liturgy and greets people after the liturgy.
- Documents and distributes readings, songs, petitions, etc. for each Mass and service, as a reference.
- Creates operating procedures for each aspect of the position.
- Create, Maintain, and Update worship hymnals/worship aids/booklets.
- Inventory liturgical supplies.

Music Ministry:

- Oversees/Plans music for all liturgies including weekend, weekday, school liturgies, baptisms, etc.
- Plans and provides music for funerals, wedding liturgies, and other special events.
- Fosters parishioner participation in music.
- Foster unity among all musicians to create a spirit of harmony with presider and other liturgical ministers.
- Directs and accompanies choir(s).
- Coordinates music e.g., instrumentalist, cantors, choirs, etc. with liturgical plan.
- Ensures organ, piano, and other instruments are maintained, repaired and tuned, as needed.
- Expands song as prayer into the spirituality of the liturgy.
- Creates operating procedures for each aspect of the position.
- Ensures copyright and licensing requirement permissions for music.

Communications:

- Effectively communicates and collaborates with the pastor, parish staff, and parishioners.
- Effectively communicate to the parish community and wider communities through print, i.e., bulletin articles and social media.

Other:

- Ensures qualified substitutes are enlisted when absent, Mass/service, funerals, weddings, etc.
- Collaborates with other staff and acts as a resource for parish/school groups.
- Fosters positive public relations in and outside the parish/school.
- Attends respective Archdiocesan and Deanery workshops/programs, as needed.
- Other duties as assigned.

ADA Physical Requirements:

- The employee is regularly required to sit, stand, walk, talk and hear.

- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Nature of Supervision Received:

This position reports to the pastor. This position requires minimal supervision.

Judgment Exercised/Decisions Made:

Employee is expected to take initiative and make decisions based on the mission and vision of parish and school and with the direction of the Pastor. Makes financial decisions for the areas of Liturgy and Music according to the parish budget.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.