



Director of Worship--Centered on Christ Catholic Community

The Director of Worship of the Centered on Christ Catholic Community oversees the liturgical and music ministries of each parish and school, ensuring effective and vibrant worship in the Roman Catholic tradition. The

Director of Worship works closely with the pastor, ACC liturgy committee, school principal, and site coordinators at each parish.

Qualifications:

1. Active member of the Roman Catholic Church of sound character and deep faith
2. Bachelor's degree, preferably in liturgical music, liturgy, music or a related field
3. Knowledge of, and commitment to, the Roman Rite of the Catholic Church revised by the Second Vatican Council and the patrimony of sacred music including chant, hymnody and contemporary Christian music
4. Understanding of basic music theory
5. Demonstrated ability on keyboard, including the organ (preferred)
6. Demonstrated ability to sing with accurate pitch and rhythm
7. Skills in working with vocal and instrumental talents
8. Good communication and interpersonal skills
9. Good organizational skills

Supervises: Parish site coordinators, paid and volunteer musicians, volunteer liturgical ministers, parish environment coordinators

Accountabilities:

1. Music ministries for the parishes and schools
2. Liturgical ministries for the parishes and schools
3. Support functions for liturgical life (i.e. Sacristans, resource acquisition, AV technology and volunteer operators, etc.)
4. Formation of all ministers
5. Liturgical Environment for the parishes

Duties and Responsibilities:

Liturgies

1. Plan and manage all liturgical celebrations in the parishes
2. Collaborate with Pastor and/or others to plan Masses on Solemnities and other major liturgical celebrations in the parishes
3. Provide periodic evaluations of the Sunday Masses and other major Masses
4. Support parochial school principal and teachers to facilitate weekly school
5. Masses and/or prayer services
6. Create slides for each liturgy and coordinate screen operators
7. Coordinate liturgical needs for funerals, weddings, and baptisms
8. Oversee scheduling of liturgical ministers for each liturgy

Environment

Coordinate appropriate liturgical environment of the parishes with volunteers.

Music

1. Coordinate music for all Masses in each parish on Sundays, Holy Days of
2. Obligation, Sacraments, funerals and other major liturgical celebrations
3. Train and schedule accompanists, cantors, and other music ministry leaders
4. Coordinate, supervise, and support leaders of parish ensembles including, but not limited to, children's choirs, teen and young adult ensemble, parish choirs, instrument ensembles (i.e. handbells), worship band, etc.
5. Plan weekly music and ensure necessary resources at each parish
6. Develop music repertoire from the patrimony of music (traditional and contemporary)
7. Coordinate all copyright activities
8. Provide encouragement, appreciation, and evaluation of parish musicians
9. Oversee the care and maintenance of parish instruments, including pianos and organs
10. Approve all outside musicians who request to play parish instruments

Administrative

1. Maintain budget
2. Participate in team meetings once a week
3. Other duties as assigned

Continuing Education:

1. Maintain the level of knowledge and skills required to serve as DW
2. Attend workshops or conventions
3. Read material related to the profession
4. Pursue further education, spiritual and professional growth
5. Participate in local, diocesan, regional, and national professional organizations, as appropriate

QUESTIONS, and TO APPLY:

Please submit a current resume and cover letter by email to:

deaconlarry@christcatholic.com