

St. Elizabeth Ann Seton Church, Hiawatha, IA

Job Description

Director of Music and Liturgy

We want to be flexible in offering this position. If you seek a full-time position, this will be a wonderful opportunity. If you seek a part-time position, we will work with you in adjusting this job description to only include the music related portion.

General Description

The Director of Music and Liturgy is growing in a relationship with Jesus Christ. He/she is someone who demonstrates continued growth in The Four Characteristics of a Disciple: Pray, Learn, Share and Witness. He/she shares faith, serves the community and expresses the love of God and neighbor through music. The Director is an integral member of the parish staff and shares in the responsibilities of the parish community to bring people into a growing relationship with Jesus Christ. He/she is a skilled musician who is familiar with the Roman Catholic liturgy and worship and has the ability to engage the community in “full, conscious, and active participation.”

A summary of responsibilities includes weekend and seasonal liturgies, holy days, weddings, funerals and other parish celebrations as well as training, directing and scheduling for choirs, cantors, and other music ministers. This individual must have the ability to work with a variety of personalities and to work collaboratively with the pastor, pastoral staff, and other parish members.

This is a twelve-month position, which includes nights and weekends. The pastor serves as the supervisor for this position.

Primary Music Responsibilities

- Lead the worshipping assembly as an instrumentalist/cantor as needed.
- Recruit, train, rehearse with musicians, cantors and instrumentalists for Sunday Liturgies, Christmas Liturgies, Holy Week Liturgies and Holy Days of Obligation.
- Develop a repertoire of both traditional and contemporary music for the various choirs and for the congregation.
- Schedule all musicians, cantors and instrumentalists for Sunday Liturgies, Christmas Liturgies, Holy Week Liturgies and Holy Days of Obligation using the parish scheduling tool.
- Plan an outline of music to be used for weekend liturgies 3 to 6 months in advance in collaboration with Message Series Team. Provide necessary preparation materials to musicians involved.

- Oversee the operation, maintenance and repair of parish owned musical instruments and the sound system.
- Maintain music library, organize and maintain the music room storage area, and maintain records of music purchases, copyrights, contracts and other music related transactions.
- Assist with Archdiocesan Liturgies hosted at St. Elizabeth Ann Seton.

Additional Music Responsibilities

- **Funerals**
 - ✦ Assist families in the selection of music and planning of Wake & Funeral Liturgies.
 - ✦ Rehearse vocalist/musicians for Funeral Liturgies as needed.
 - ✦ Play piano for Funeral Liturgies as needed.
- **Weddings**
 - ✦ Assist engaged couples in planning Wedding Liturgies; this includes music, cantors and musicians as needed.
 - ✦ Has the option of accompanying at parish weddings.

Liturgical Responsibilities

- Coordinate and plan the overall direction of liturgy, liturgical needs, and overseeing liturgical ministry needs of the parish.
- Supervise the planning and preparation of the worship space environment.
- Oversee, recruit, train, and engages all liturgical ministers in their ministry: Eucharistic Ministers, Sacristans, Lectors and Altar Servers.
- Plan and establish ongoing workshops and training dates annually for liturgical ministers.
- Collaborate and coordinate with other parish staff for special liturgies (RCIA rites, First Reconciliation, First Communion, Confirmation, etc.).
- Coordinate the Anointing of the Sick, communally after Masses twice a year.
- Coordinate weekend liturgies in the pastor's absence.
- Responsible for ordering liturgical supplies.
- Assist SEAS Environment Committee with preparations for liturgical seasons and overall church environment.
- Serve as a resource on the requirements of: The Lectionary, The Liturgical Calendar, The Roman Missal, Sacramental Rites, and The Order of Christian Funerals.
- Serves as staff liaison and a resource to the Liturgy Committee, and the two sub-committees: Music and Environment.

Other Responsibilities

- Attend and participate in parish staff meetings.
- Maintain regular office hours, as approved by the pastor.
- Maintain database and distribution lists for musicians.
- Prepare and administer an annual budget for Music & Liturgy.
- Contribute to weekly parish bulletins as needed.
- Engage in a yearly assessment/evaluation process.

Qualifications

- **Education/Experience**
 - ✦ Degrees or experience in Liturgical Music, Music Education, Music Performance or a related field preferred.
 - ✦ Experience with Catholic Liturgy preferred.
- **Musical Skills**
 - ✦ Highly skilled at the piano* and capable of providing musical leadership during liturgies.
 - ✦ Comfortable with serving as both accompanist and cantor when the need arises.
 - ✦ *Our church does not have an organ.
- **Required Skills**
 - ✦ Ability to quickly learn St. Elizabeth Ann Seton's database, internal platforms, and other technology as needed.
 - ✦ Ability to build relationships and connect with leaders and other people of impact.
 - ✦ Continues to grow in The Four Characteristics of a Disciple: Pray, Learn, Share and Witness.
- **Bonus Skills**
 - ✦ Prior experience using Planning Center Online (PCO).
 - ✦ Basic knowledge of sound, video, lighting, audio recording and editing is helpful.
 - ✦ Knowledge of music writing software such as *Finale* or *Sibelius*.

Competencies

- **Exhibits SEAS Core Values**
 - ✦ Sacrificial Stewardship (Self Aware/Responsible)
 - ✦ Authentic Hospitality (Vulnerable)
 - ✦ Growing Disciples (Always Growing)
- **Builds Relationships**
 - ✦ Develops and leverages effective working relationships with other members of St. Elizabeth Ann Seton Staff as well as ministers and church members.
 - ✦ Acts with respect toward others.
 - ✦ Gains acceptance by understanding the viewpoints of others and seeking "win/win" solutions.

- **Communicates Effectively**
 - ✦ Provides clear, consistent and timely communications.
 - ✦ Gives compelling reasons for ideas and recommendations.
- **Strategic Focus**
 - ✦ Translates St. Elizabeth Ann Seton vision into clear and effective plans.
 - A focus on an engaging and welcoming Sunday experience.
 - “Meets people where they are.”
 - Investing resources into discipleship.
- **Delivers Results**
 - ✦ Develops and consistently executes performance objectives.
 - ✦ Can be counted on to achieve goals successfully.
 - ✦ Consistently performs and adds value.
- **Leads Effectively**
 - ✦ Assesses and fills positions with qualified individuals.
 - ✦ Sets clear and measurable goals, coaches individuals to do the same.
 - ✦ Supports, appreciates and monitors progress and results; provides ongoing performance feedback.

The buzz about this person will sound like this: (we’ll call him or her “Sam”)

1. Sam’s driven by relationships, not by performance, and has created a tribe that serves with excellence.
2. Sam’s very trained, but humbly seeks what God is currently doing at St. Elizabeth Ann Seton.
3. Sam’s not just a worship leader, Sam is a worship MINISTRY leader.
4. Sam may (or may not) be the most creative person, but is able to LEAD the creatives.
5. Sam thinks like a high-level manager; always thinking ahead, taking care of details, and leading people.
6. Sam’s able to administrate: either *detail* oriented or *people* oriented and able to manage projects efficiently.
7. Sam doesn’t feel like it’s necessary to be good at everything, but rather is great at getting the best from the teams.
8. Sam hates “silos” and loves teaming up with people to get something done.
9. Even though Sam is really talented, it’s clear that Sam is a true shepherd.
10. Sam is so teachable, and though Sam has plenty to be proud about, Sam is just the most approachable and unpretentious person.

-revised April 11, 2019