

# **Director of Liturgy and Music Holy Infant Catholic Church Durham NC**

## **Position Description**

The Director of Liturgy and Music has a thorough understanding of Roman Catholic liturgy and is a leader who possesses the knowledge and skills required to enhance worship through the varied expressions of liturgical music. With a vision of how a parish can achieve and maintain its full potential, the Director, in dialogue with the Pastor, will focus on defining, developing and implementing a comprehensive liturgy and music program.

### **Responsibilities:**

- Lead, inspire and support the activities of the parish's Liturgical Commission, working closely with its Chair and Ministry Coordinators. These activities include the recruitment, education, on-going training, and spiritual formation for liturgical ministers. Liturgical Commission ministries consist of Art and Environment, Altar Servers, Altar Bread Bakers, Altar Linen Caretakers, Audio/Video Team, Extraordinary Ministers of Holy Communion, Greeters, Hosts, Lectors, Liturgy Planning Committee, Liturgical Ministry Scheduling, Mass Coordinators, Music Ministers and Sacristans.
- Coordinate and plan, with the Liturgy Planning Committee, the Sunday Masses, Holy Days of Obligation, Holy Week, Easter Vigil, Liturgies of the Word, and Communion Services
- Coordinate and plan rites and liturgical services in conjunction with:
  - RCIA Team
  - Faith Formation Teams for First Eucharist and Confirmation
  - Other special liturgical events (e.g. Reconciliation, Anointing of the Sick, etc.)
- Coordinate and plan for Funeral Rites (Vigil, Mass, Committal)
- Coordinate and plan for Rites of Marriage
- Creatively select music (traditional and more contemporary) for parish liturgies - growing attendance at worship through the quality of music selected and learned
- Assume the role of leading musician, accompanist or choral director, for all liturgies including funerals and marriages. (Secure qualified substitute(s) as necessary and appropriate)
- Direct weekly rehearsals for cantors, choirs and musicians

- Select/provide/prepare worship aids, including hymnals/song books, for liturgies
- Prepare liturgical scripts
- Implement diocesan policies related to liturgy and music
- Schedule and host outside performing groups for concerts, workshops, etc.
- Maintain the music library and secure necessary copyrights/licenses
- Select and maintain liturgical resources and supplies
- Select and maintain musical instruments and assure that audio and video systems function appropriately
- Assure that sacristies and related sacred vessels, vestments, materials, equipment and liturgical supplies are resourced and maintained in good order
- Develop and monitor the parish's liturgy and music budgets

### **Essential Knowledge, Skills and Abilities**

- Strong organizational and leadership skills with the ability to clearly formulate long/short term plans and direct and inspire others
- Strong interpersonal communications skills with the ability to observe, question, listen, give and accept feedback, and deal with changes
- Knowledgeable in the liturgical practices of the Church (i.e. an understanding of the GIRM and other relevant documents, sacramental rites etc.) and the ability to integrate with music
- Proficiency as a keyboard player – piano and organ
- Knowledge of various accompanying instrument's techniques and use; group vocal techniques for adults and children; choral conducting
- Understanding of acoustics and audio systems, especially as they pertain to the space in which the parish worships
- Ability to prioritize tasks and manage time efficiently

### **Qualifications/Education**

- Practicing Catholic in full communion with the Church
- Bachelors/Master's Degree in music
- Experience serving a parish music ministry

**Send resume and letter of interest to Rev. Robert Rutledge, O.S.F.S at [rrutledge@holynfantchurch.org](mailto:rrutledge@holynfantchurch.org).**