

Mother of Sorrows Roman Catholic Parish
Diocese of Greensburg
Murrysville, PA

Job Description for Director of Music and Liturgy
Position available January 1, 2023

Summary: The Director of Music and Liturgy is an integral staff member at Mother of Sorrows Parish with responsibility for preparing liturgy and music that serves the parish community and consistently reaches out to evangelize to all. With the goal of planning, facilitating, and leading joyful, beautiful and engaging public worship for the parish, the DIRECTOR of MUSIC and LITURGY collaborates with the pastoral staff, choirs, cantors, instrumentalists, clerical and lay liturgical ministers, and other members of the parish as appropriate.

The DIRECTOR of MUSIC and LITURGY is responsible for the coordination of liturgical music for the parish, so musical training and skills are required. Providing accompaniment (piano and/or organ), as well as recruiting and scheduling other instrumentalists, cantors, and leading instrumental and vocal practice sessions are required.

The DIRECTOR of MUSIC and LITURGY also has responsibility for overseeing the recruiting, training and scheduling of the various lay liturgical ministers to facilitate excellent and active participation in the sacred liturgy. The position is full time with benefits. While there is some flexibility in office availability, presence at weekend liturgies is expected, as well as at funerals, weddings, and special liturgical or catechetical events.

I. Major Music Ministry Duties and Responsibilities

- Directs the parish musical worship, including participating in the planning of the weekend and weekday liturgies, the liturgical seasons, sacramental celebrations, weddings, funerals, and other parish liturgies.
- Recruits new volunteers for the music ministry, with a special focus on the inclusion of young adults, youth, and children.
- Provides for the spiritual and liturgical formation, training, and direction of cantors, instrumentalists, and choir members.
- Serves as the usual accompanist or choir director for weekend liturgies, weddings, funerals, and other parish liturgies.
- Chooses a wide repertoire of music—incorporating all the Church’s musical wealth (both ancient and modern)—and prepares worship aids for parish liturgies and prayer events.
- Coordinates and provides other musicians and/or cantors and song leaders to take part in liturgies when appropriate and/or needed.
- Maintains the parish music library; ensures that the keyboards and other instruments are maintained, repaired and tuned as needed.
- Oversees ordering of licenses and music subscriptions (e.g. One License, weekday mass missals)
- Accountable for music and livestream copyright compliance and reporting through use of One License.
- Monitors condition of sound and related systems and arranges repair when needed.

II. Major Liturgical Duties and Responsibilities

- Oversees the recruitment and training/formation of Sacristans, Lectors,
- Extraordinary Ministers of Holy Communion, and Ministers of Hospitality.

- Oversees the scheduling of lay liturgical ministers using Ministry Scheduler Pro.
- Collaborates with the Pastor and Art and Environment team to design and implement liturgical space enhancements with emphasis on major liturgical seasons.
- Keeps inventory and orders liturgical supplies (e.g., candles, bread and wine, baptismal candles and garments, music resources, and similar).
- Oversees maintenance of liturgical vessels, vestments, linens, books, etc.
- Oversees scheduling and coordinating the parish's live stream liturgical outreach.

III. Collaborative Relationships

- The Director of Music and Liturgy is directly supervised and evaluated by the Pastor.
- The Director of Music and Liturgy works collaboratively along with the parish staff team ministering to meet the needs of the parish.
- The Director of Music and Liturgy listens to, communicates with, and regularly invites insights from lay leadership, and all parishioners with respect, modeling Christian compassion and charity at all times.

IV. Working Conditions

- Ministry work is collaborative by nature and typically occurs at church facilities and/or office setting.
- Scheduling is flexible but will involve some evening and weekend work hours including times for rehearsal and other liturgical preparations.
- Collaboration and interaction with other members of the parish staff team is expected via attendance at staff meetings and other parish gatherings.

V. Qualifications

- Love for sharing the joy of the Gospel of Jesus Christ and a passion for serving God's people through Roman Catholic liturgy and liturgical music.
- Degree, certification, or equivalent experience in Roman Catholic liturgy and liturgical music; as well as ongoing formation and spiritual direction.
- Willingness to recruit, engage, train, and encourage ministers
- Ability to work professionally with others; guiding ministers to develop their talents and skills for ministry, as well as giving and receiving supervision and direction.
- Performance skills for organ, piano, and voice, including reading music.
- Conducting and arranging skills.
- Oral and written communication skills, including facility for compassionate listening.
- Aural skills for discerning suitability and proper voices of choir members and cantors.
- Aptitude to assess musical instruments and microphone/sound system equipment, understand manuals, interact with vendors and contractors, and report issues to leadership in a timely manner. Ability to make decisions affecting repair and maintenance of musical and sound system equipment.
- Basic skills with computer and other office equipment such as copy machine, folding machine, and telephone system. Basic understanding of microphones and sound system.

Please send resume and letter of interest to Karen Munson at kmunson@dioceseofgreensburg.org or by mail to Mother of Sorrows, 4202 Old William Penn Highway, Murrysville, PA 15668.