

Director of Liturgy and Music

Holy Angels Parish - West Bend, WI

Holy Angels Parish would like to welcome to its team a full time (negotiable) Director of Liturgy and Music. Our parish is a vibrant and growing parish approaching 1700 families with four weekend Masses. Our music ministry currently consists of song leaders, choirs including a Resurrection (Funeral) Choir, a contemporary choir, and special seasonal choirs. This person will be counted on to have the gifts to create a vision to enhance the liturgies and music at Holy Angels, as we continue to encourage full, active, and conscious participation.

Holy Angels Mission Statement: To Bring Christ's love into our community through worship, education, service, and outreach.

Responsibilities

Under the supervision of the Pastor, coordinate and facilitate all parish liturgies, prayer, and reconciliation services

Under the supervision of the Pastor, direct the parish music program, including playing and/or singing at parish liturgies and events, including weddings and funerals as needed

Evaluate and approve music ministers from outside of the parish who request to participate at a Holy Angels liturgy

Facilitate the recruitment, training, scheduling, evaluation, and support of liturgical and music ministers – including Ushers, Sacristans, Servers, Lectors, Extraordinary Ministers of Holy Communion, cantors, members of all choirs, and accompanists

Assist with the environmental aspects (seasonal decorations) of the sanctuary and nave of the church

Select, approve, and prepare music for parish liturgies, rituals, and related events, including facilitating school Masses

Schedule and direct rehearsals as deemed appropriate for parish music ministers, including the development of children's choir

Attend meetings with parish staff, liturgical, and music ministers as directed by the pastor

Maintain and acquire all necessary liturgical and music ministry materials, supplies, and licenses

Prepare and monitor budget for Liturgy and Music

Oversee the preparation of scripts and worship aides for Sunday and other selected liturgies

Direct the functions of the Liturgy Committee

Facilitate tuning and repair of pianos and organ

Maintain a working knowledge of sound system and related equipment

Facilitate procurement and inventory of liturgical elements; hosts, wine, candles, etc.

Maintain current knowledge of liturgical and musical norms and documents through ongoing study, research, and training opportunities

Attend diocesan Liturgy Director and Music Director meetings as directed by the pastor

Perform other duties as assigned by the pastor or his designee

Qualifications

Practicing Catholic in full communion with the Catholic Church

Training in and working knowledge of Catholic liturgy, liturgical documents, liturgical rites, and the Roman Missal

Strong keyboard and vocal skills, and the ability to conduct and instruct music ministers

Organ skills preferred, but not required

Ability to work collaboratively within a team environment

Ability to work nights and weekends to facilitate liturgies, evening meetings, and rehearsals

Openness to seek continued professional education and spiritual formation

Preferred: BA or higher in Liturgy

Compensation

Commensurate with education, qualifications, and experience

Preferred target start date: Determined by availability

To Apply: Provide a completed parish application, cover letter, resume, and references electronically to Holy Angels Parish at jobs@hawb.org, on or before February 15, 2019

1/4/19