

Job Description
Director, Liturgy and Music
St. Michael the Archangel Parish
Findlay, OH

Title: **Director, Liturgy and Music**
Status: Exempt salary
Supervisor: Pastor
Direct Reports: Associate Director of Liturgy and Music

General Scope of Duties:

The Director of Liturgy and Music works with the Pastor, Parochial Vicar, Parish Core Staff, Associate Director of Liturgy and Music, Committees and Volunteers to plan liturgies and music that will lead the parishioners of St. Michael the Archangel "to that full, conscious, and active participation in liturgical celebrations called for by the very nature of the liturgy". (*Sacrosanctum Concilium #14*)

Essential Duties:

Coordinate Sunday, Holyday & Special Liturgies

Facilitate communication, seasonal planning, and execution of plans with presiders, and musicians regarding music, environment, readings, prayers, etc. Assist in diocesan celebrations when held at St. Michael the Archangel Parish.

Coordinate Liturgical Ministries

Recruits, forms and schedules:

- Lectors/Readers
- Eucharistic Ministers
- Altar Servers
- Ushers
- Choirs/Ensembles
 - Archangel Choir
 - Guadalupe Choir
 - Folk Choir
 - Children's Choir
 - Refuge Band
 - Christmas & Easter Choirs
 - Hand-bell Choir
 - Funeral Choir
- Accompanists/Musicians
- Cantors

Core Pastoral Staff Member

- Supervise (collaborate with) the Associate Director of Liturgy and Music
- Integral member of core staff of parish
- Prepare and administer budget for Liturgy and Music ministries
- Liaison with Hospital & Home Distribution & Visitation Team
- Liaison with Wedding Coordinators & engaged couples
- Resource to School Liturgy
- Participate in the life and ministry of the parish

Other Duties

- Facilitate instrument maintenance and repair
- Facilitate sound system maintenance and repair
- Facilitate copyright licenses and usage
- Facilitate purchase of liturgy and music materials
- Facilitate development of worship aid materials

Education, Skills, and Experience Requirements:

Active practicing Catholic
Bachelor's degree in Liturgy, Music, or equivalent
Experience in performing and directing music in Catholic liturgical setting
Skilled choral director and conductor
Skilled keyboardist with ability to play a piano and pipe organ
Demonstrated creative and transformative approach to liturgy
Familiarity with Catholic documents related to liturgy and music
Skilled in working with a variety of people and diverse teams
Organizational skills and attentive to detail
Dependable, responsible, self-motivated and creative

Education, Skills and Experience Preferences:

Advance degrees or certifications
Experience in arranging and/or composing music
Experience with technical aspects of sound systems and sound boards

Physical Demands & Work Environment:

Parish has 2 physical church buildings, 1 of which has a choir loft only accessible by stairs
Able to work in various environments
Able to work with adults, teens and children
Successfully pass required BCI/FBI background checks prior to employment and every 5 years
Successfully complete VIRTUS training as required for employment
Flexible in work hours including evenings, weekends and holidays

Résumé and cover letter may be submitted to:

Director of Liturgy & Music
St. Michael the Archangel Parish
Attn: Dow Campbell
750 Bright Rd., Findlay, OH 45840

E-mail: dcampbell@findlaystmichael.org