

**Job Description**  
**Director of Music and Liturgy**  
Saint Michael the Archangel Parish  
Findlay, Ohio

Title: **Director of Music and Liturgy**  
Status: Exempt Salary  
Supervisor: Pastor

**General Scope of Duties**

- The Director of Music and Liturgy collaborates with the pastor, parochial vicar, Parish Core Staff, committees, and other musicians and vocalists to prepare liturgies and music that leads the parish “to that fully conscious, and active participation in liturgical celebrations which is demanded by the very nature of the liturgy” (*Sacrosanctum Concilium #14*).
- Although the responsibilities of the Director of Music and Liturgy are extensive, he or she will be aided by capable colleagues on the Parish Staff, as well as many talented accompanists and vocalists who already serve in our parish’s music ministry.

**Responsibilities**

- Serve as primary organist/pianist for weekend, weekday, holyday, school, and special liturgies and devotions
- Conduct some choirs and oversee the directors of various choirs/ensembles
  - Current Choirs/Ensembles
    - Archangel Choir (Primary Sunday Choir)
    - Folk Group
    - Refuge Band (Contemporary Ensemble for Bi-Weekly 6:00 Masses with Refuge High School Youth Group)
    - Funeral Choir
    - Children’s Choir
    - Guadalupe Choir (Choir at Monthly Spanish Mass)
    - Handbell Choir
    - Men’s Ensemble
    - Christmas and Easter Choirs
    - Orchestra (Christmas/Easter/Special Occasions)
- Coordinate parish organists/pianists, musicians, and cantors
- Recruit and form musicians and choir members, and provide opportunities for continuing education.
- Select and prepare appropriate liturgical music for Sundays and seasons
- Collaborate with the Director of Religious Education in the preparation of RCIA rituals
- Work with school staff in the preparation and celebration of school liturgies
- Participate in preparation of and accompany wedding and funeral liturgies
- Oversee, with the assistance of the Parish Staff, the recruiting, forming, and scheduling of liturgical ministers (lectors, extraordinary ministers of Holy Communion, altar servers, and ushers)
- Attend and participate in meetings of parish leadership team
- Assist with the preparation and administration of music and liturgy budget
- Sustain and care for parish instruments (e.g. organs, pianos, etc.)
- Maintain sound systems, and coordinate necessary repairs and upgrades
- Obtain and manage musical copyright licenses
- Purchase and preserve musical/liturgical materials
- Aid in design and production of worship aids for various liturgies
- Provide support for diocesan celebrations occurring at Saint Michael the Archangel Parish

## **Requirements**

- Active, practicing Catholic
- Bachelor's degree in music or liturgy (strongly preferred)
- Experience in performing and directing music in Catholic liturgical settings
- Proficiency in pipe organ and piano
- Skilled in choral and instrumental conducting
- Ability to work appropriately with adults, teens, and children
- Familiarity with norms related to Catholic liturgy and sacred music
- Organization and attention to details
- Dependable, responsible, self-motivated, and creative
- Flexibility in work hours, including evening, weekends, and holidays
- Successfully complete VIRTUS child/vulnerable adult protection training
- Successfully pass required BC/FBI background checks prior to employment and every five years
- Commuting and ministering in two church locations that are eight minutes apart by car (and one of which has a choir loft accessible only by stairs)
- Experience with technical aspects of sound systems and sound boards is a plus!