



POSITION: Liturgy & Music Ministry Team Lead

REPORTS TO: Pastor

SUPERVISES: Liturgy & Music Ministry Team members

POSITION DETAIL: Full Time, Exempt

POSITION SUMMARY:

St. Pius X is seeking a pastoral leader who will build, strengthen, and take to the next level our current teams to model and renew all things in the liturgy & music ministry of the parish community through the planning and preparation of Divine Worship, especially the Sunday Mass. This role collaborates with professional assistants. It builds and equips teams of engaged missionary disciples to implement the parish's mission and vision into the liturgical life.

Expectations:

A practicing Catholic in good standing with Church who

- acts as a role model within and outside the parish community
- shares the treasures and truths of the Catholic faith with others
- works collaboratively to enhance the life of the parish community
- strives to be a good steward of the blessings of the community
- positively engages with others for the sake of the mission

Major Position Responsibilities and Regular Activities:

Liturgical Ministries

- Prepare weekly liturgical items for Masses (weekday, including those with school or Evangelization ministries, and Sunday).
- Coordinate liturgical seasons with Liturgy and Environment committees.
- Prepare Sacramental Celebrations (Funerals, Reconciliation, Anointing of the Sick, Confirmation, Baptism outside of Mass, etc.)
- Prepare other Liturgical celebrations (e.g. Adoration, Stations of the Cross, Corpus Christi procession)
- Initial and continuing formation for liturgical ministers
- Oversight of scheduling of liturgical ministries
- Preparation of Worship Aides
- Oversees the maintenance of liturgical items

Music Ministries

- Arrange musicians (cantors, choirs, accompanists) for regular liturgical celebrations including four weekend Masses [5:00 pm Saturday, 7:00 am, 9:00 am and 11:00 am Sunday (current schedule)], Holy Days, Sacramental Celebrations, weddings, funerals, and other special events requiring music.

- Continue the parish's history of a strong and varied sacred music repertoire (both traditional and contemporary), introduce new music, and encourage participation of the assembly.
- Conduct music rehearsals during the evenings with various choirs & ensembles.
- Train, direct, and supervise other accompanists and cantors, adult and children's choirs, instrumental and mixed ensembles.
- Oversees the maintenance of musical instruments and sound equipment.
- Initial and ongoing formation for music ministers

Administrative functions

- Actively participate in parish activities including ministry team and committee meetings.
- Supervision of professional team members and missionary disciples.
- All other duties as assigned by the Pastor and Parochial Vicar.

Qualifications:

- Practicing Catholic with knowledge of Church teachings
- Excellent communication, writing, and editing skills
- Knowledge of Catholic liturgical theology
- Knowledge of different liturgical ministries, their functions and responsibilities
- Knowledge of Church music repertoire for the assembly, choirs, vocalists and instrumentalists
- Proficient in piano keyboard and voice performance
- Excellent organizational skills

Preferred Qualifications:

- Proficient in organ keyboard
- Choral directing experience
- University degree in Catholic theology, music or related field
- Four to six years of work experience in a parish or pastoral setting

WORKING CONDITIONS:

- Occasionally lift and/or move up to 40 pounds in a typical business or office environment

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Parish.