

**St. Sebastian Parish
Byron Center, MI**

POSITION DESCRIPTION

POSITION TITLE: Director of Liturgical Music Ministry (40 hours/week)

REPORTS TO: Parish Pastor

BROAD STATEMENT OF RESPONSIBILITIES:

Plan, coordinate and lead music for weekend parish liturgies, holy days, weddings, and funerals.
Provide organ and piano accompaniment at parish liturgies.

SPECIFIC DUTIES:

Planning and Coordination

- Work with pastor and staff to plan and coordinate a comprehensive liturgical music program for all parish worship services.
- Coordinate calendar and ministries for parish choir, cantors, and other music ensembles
- Develop music programs for children and youth
- Develop and produce worship aids as needed.
- Develop and maintain liturgical music library.
- Develop annual liturgical music budget.

Chorale and Music Direction:

- Recruit and rehearse the parish choir.
- Hire and supervise paid instrumentalists as needed.
- Recruit, train and rehearse cantors.

Organist/Pianist

- Play weekend services and holy days.
- Play for all other special liturgical events including weddings and funerals.
- Engage substitute organists when necessary.

Other

- Other duties as assigned.

Qualifications

- Practicing member of the Roman Catholic Church with knowledge of its structure, teachings, and mission.
- Bachelor's degree in Liturgical Music or equivalent experience
- Organ/piano/keyboard/vocal skills
- Minimum of five years of related experience.
- Working knowledge of the Roman Catholic Church's liturgy and music documents.
- Proven management, communication, and interpersonal skills.
- Familiarity with Microsoft Office and music composition software
- Ability to prepare and manage budgets.