

Director of Music and Liturgy Job Opening

Director of Music and Liturgy

Holy Family Parish is a Community of Catholic Faithful established in 1872, centered on Jesus Christ. We foster community as a spiritual home for all in our parish. We strive to follow the example of Jesus, Mary, and Joseph, the original Holy Family.

Holy Family Catholic Parish, located in Parma, Ohio, is an active and engaged faith-based community.

GENERAL JOB DESCRIPTION:

The Director of Music and Liturgy Ministry reports directly to the pastor in actively leading the music ministry program as well as actively engaged in leading the worship life of the parish at Holy Family Parish. The primary objective is to create a dynamic and inspiring worship community, especially through a music ministry program, for the parish community. The Director of Music and Liturgy will support the gospel message through song and challenge the assembly to live it more fully. The music ministry should stir the soul and inspire people to a great faith, hope and love in Jesus Christ.

This role requires the ability to work in a Catholic environment of kindness, compassion, respect, integrity, mutual charity and dignity. The Director of Music and Liturgy Ministry must reflect the core values of the Catholic Church and Holy Family Parish.

Qualifications/Requirements:

- Bachelor's Degree in Music or a related field required with a strong knowledge of the Catholic worship and liturgy. The candidate shall participate in on-going courses related to changes in liturgy and be self-sufficient on the use of music software.
- The qualified candidate must have a minimum of 1-3 years in directing a faith-based choir in a Catholic parish.
- Strong proficiency and experience in playing both the organ (24 rank Holtkamp pipe organ 1980) and piano at a professional level and proficient in conducting and in singing.
- This individual must be a practicing Catholic deeply rooted in faith.
- Exemplary communication/people skills (working well with adults and children alike, as well as high school students).
- Eclectic/versatile musical knowledge and styles including standard modern Catholic music, traditional hymns, and Praise & Worship style of music. Must have the creativity and ability to arrange and/or compose music that inspires the congregation and helps enhance their church experience.

Duties and Responsibilities

Musical Responsibilities:

- Responsible for arranging for music for all Liturgical and Para-liturgical services at Holy Family Parish. Responsibility for organist and cantor for all parish Masses 4:30PM, 6:00PM on Saturday and 7:30AM, 9:30AM and 11:30AM Sunday Masses and Holy Day of Obligation Masses.
- Arrange for organ or other music 15 minutes prior to each Mass to prepare people for worship. Teach new hymns and/or make other announcements as needed prior to Mass. Continually keep liturgies new and fresh by using different songs, settings and responses.
- Organist/Vocalist, Song leader for all funerals and weddings or arrange for competent substitute.
- Director for the parish adult choir and contemporary choir while moving towards establishing a children's choir and held bell choir.
- Conduct regular rehearsals with all instrumentalists, adult, children's and contemporary choir with special emphasis on seasonal rehearsals.
- Overall responsibility for recruitment, training, and retention of choir members (adult, children, contemporary choirs).
- Coordinate and arrange for additional musicians (violin, cello, wind instruments, tympani, etc.) and ensure quality of musical performance during masses/events at which these people minister.
- Responsibility for arranging, transposing and composing materials as needed or required.
- Assist in preparation of parish wedding and funerals by meeting with individuals/families to plan music and play for liturgical service.
- Provide for sacred concerts and/or other fund-raising musical enterprises (i.e. production of tape/disk of Christmas, Easter, etc.).
- Serve as resource on musical and liturgical matters for all staff, faculty, and volunteer ministers in the parish, as well as provide catechesis to the parish at large on matters of corporate worship and musical celebration.
- Resource person for parish musicals and/or other events requiring a person with musical expertise. Works in collaboration Holy Family School Music Teacher.

Liturgical Responsibilities:

- Organize, coordinate, provide education, and attend the Parish Liturgical Commission meetings. Prepare annual calendar of liturgical services in concert with other parish staff and submit for the approval of the pastor.
- Coordinate school liturgies and provide music for same. Coordinate music for parish school of religion program special events (i.e. First Penance, Eucharist, Confirmation, etc.).
- Oversee the training and scheduling of song leaders/cantors.
- Review and evaluate overall quality of parish liturgical and musical program and make specific recommendations to the pastor (annual review and evaluation).
- Make sure all general liturgical items (song boards, announcements, intercessions, etc.) are in place for all weekend, holy day and special liturgies.

Other Responsibilities:

- Attend and participate in monthly general parish staff meetings.
- Provides a visible, accessible presence at parish events.
- Demonstrates concern for parishioner input.
- Provide quarterly update in person to Pastoral Council on Music Ministry activities.
- Prepare an annual music and liturgy budget for submission to the Parish Finance Council.

Miscellaneous:

- Ability and willingness to work evenings and weekends.
- Must be flexible with the work schedule, especially on Holy Days and for special events.
- VIRTUS and BCI certification required.

Please submit all resumes and inquiries to Sandy Vitale at svitale@holyfamparma.org