

Director of Music & Liturgy

St. Monica parish, Berwyn, PA

A full-time position to build, lead and sustain a high-quality music/liturgy program. The vision will focus on the overall formation of our people through the integration of liturgy and music, leading to an enhanced “Encounter with Jesus Christ Through the Liturgy.” Under the direction of the Pastor, this person will accompany the cantor and choir at the organ and piano during weekend liturgies and will also lead or coordinate adult choirs, a contemporary music group and traditional children’s choirs. Included is the planning of seasonally appropriate liturgy and music, in close collaboration with other parish staff and ministries, to implement the overall parish vision.

Responsibilities

- Recruit for, build direct or coordinate all parish music including an adult choir, contemporary music group and children’s choir.
- Plan, schedule, direct, coordinate, perform music which is liturgically appropriate for weekend parish liturgies and designated liturgies (e.g. weddings, funerals) and special celebrations, (e.g. Holy Days, parish feast day, Taize, etc).
- Invite/develop parish volunteers for roles in music and liturgy, e.g. cantors
- Schedule volunteer and paid musicians (choirs, cantors, instrumentalists).
- Schedule/direct weekly rehearsals for all musical groups
- Develop and adhere to music and liturgy budget
- Oversee maintenance of church-owned instruments
- Supervise inventory of liturgical supplies
- Select hymnals/worship aids for parish
- Oversee liturgical-based technology, e.g. sound system
- Support spiritual growth and skill enhancement of volunteers through periodic spiritual retreat or workshop
- Actively participate on Liturgy Committee
- Attend parish staff meetings and retreats

Supervises/Oversees

- Scheduling of altar servers, ushers, lectors, sacristans, hospitality and Eucharistic Ministers using *Scheduling Pro* software on quarterly basis
- Updated list of parishioners serving in each of the roles above, including name, phone number, address and email contact information
- Music/Liturgy-based updates to parish website, e.g. posting pastor's homily, weekly bulletin, key programs/events
- Coordination of information published in weekly parish bulletin from parish organizations, parish staff and outside sources, e.g. Archdiocese, other organizations, etc.
- Liturgical supplies, e.g. candles, incense, hosts, wine and ordering process for replenishment
- Annual supplies of Lector workbooks, Prayer of the Faithful booklets, Missalettes, Respond & Acclaim
- Preparation of weekly binders for Lector and Celebrant
- Church art and environment, e.g. Lenten altar decoration; Christmas and Easter decoration, etc.

Requirements

- Strong knowledge of and appreciation for Catholic liturgy
- Professional competence in organ and piano
- Proficient in reading music
- Considerable vocal skills
- Wide knowledge of and competence in Catholic theology and Catholic music traditions from Gregorian chant to traditional hymns to contemporary Catholic music, including multiple Mass settings.
- Bachelor's degree in Music (Master's degree a plus)
- Excellent collaboration and teamwork skills
- Good communication skills
- Five years' experience as Music Director for a Catholic parish or equivalent position
- Experience in conducting, directing and building adult choir
- Capability in building, conducting and directing children's choir

If interested, please send resume and cover letter to: resumes@saintmonicachurch.org