

Job Title: Director of Liturgy and Music

Location: Mary of the Visitation Catholic Church, Becker, MN

Classification: Exempt. Benefits available, including health and life insurance, paid vacation/holiday, retirement plans and related benefits.

Reports To: Pastor

Employment Type: Full-Time, Regular weekend and evening work expected.

About Us: Mary of the Visitation, located in Becker, MN, is a community of about 850 families. Our population is diverse, including singles, many young families with children of all ages and seniors. We have strong Faith Formation and Youth Ministry programs and offer many opportunities for service and faith enrichment. We strive to provide a meaningful worship experience which includes a wide variety of musical styles, and to be a highly supportive and welcoming community to all who wish to join us.

Job Summary: The Director of Music and Liturgy is responsible for facilitating the liturgical and musical life of the parish. This includes planning, coordinating, and executing all aspects of liturgical celebrations and music ministry in alignment with the vision of the Second Vatican Council. The Director of Music and Liturgy serves as a pastoral leader, educator, and administrator, fostering active participation in the liturgy and nurturing the spiritual life of the parish community.

Job Responsibilities and Duties:

Music:

- Coordinate music ministry for all parish liturgies.
- Serve as lead musician—play, conduct and/or accompany for liturgies, services, rehearsals and other events as needed.
- With creativity and pastoral sensitivity, select liturgically appropriate music that fosters assembly participation, and ensure quality execution of same.
- Recruit, train, and schedule choirs, cantors, and instrumentalists.
- Coordinate and schedule regular rehearsals for all music ministers/ensembles.
- Secure additional musicians for major celebrations as needed.
- Create worship aids for liturgical seasons, special celebrations, weddings and funerals.
- Comply with copyright laws, maintain copyright licenses and ensure proper reporting of same.
- Assist those preparing for weddings and funerals, providing appropriate musical recommendations, demonstrating as needed, and reviewing the parish's guidelines and procedures for these events.

- Introduce new music and liturgical adaptations at a suitable pace.
- Maintain and expand the parish's music library and instruments.
- Recommend purchases of instruments, sound equipment, and worship materials.

Liturgy:

- Lead the Liturgy Committee and collaborate on liturgical planning.
- Lead the Art and Environment Committee and assist in planning appropriate décor for all liturgical seasons.
- Recruit and train liturgical ministers (lectors, Eucharistic ministers, etc.). Conduct annual workshops, update instructions as needed and provide ongoing education and enrichment opportunities for these ministers.
- Update/edit the Wedding Planning and Funeral Planning guidebooks provided by the parish, as needed.
- Schedule wedding and funeral Coordinators.
- Educate the parish on the role of music and liturgy.
- Enhance the prayer life of the community by creating penance services and other prayer/liturgical experiences.
- Foster musicianship and liturgical understanding among ministers and clergy.
- Maintain, clean and/or order liturgical supplies as needed.
- Advise on renovations and new construction related to liturgical space.

Administrative/Personal:

- Attend staff meetings, diocesan events and other related events as required.
- Serve as a resource for parish staff and ministries.
- Maintain awareness of current liturgical and musical practices and directives.
- Develop liturgy and music policies with the Liturgy Committee and staff.
- Manage the music and liturgy budget.
- Maintain personal spiritual growth and professional development.
- Practice and improve musical skills; pursue continuing education.
- Participate in professional organizations and conferences.
- Other duties as assigned.

Job Qualifications and Skills:

Education:

- Bachelor's degree in music or equivalent, with additional training and/or experience in liturgical music and the Roman Catholic liturgy.

Experience:

- Demonstrated experience in liturgical music leadership and parish ministry.
- Advanced keyboard skills and accompanying experience required.

Knowledge, Skills and Abilities:

- Catholic in good standing committed to the faith life of the parish.
- Strong musical skills in keyboard, voice, theory, conducting, and ensemble leadership.
- Strong skills with music notation software and office applications, including booklet layout formats.
- Familiarity with sacred music repertoire and styles from diverse cultures, traditional and contemporary.
- Deep understanding of Roman Catholic liturgical theology and practice.
- Committed to the vision of Vatican II and the full participation of the assembly.
- Ability to teach and introduce new music to the assembly.
- Skilled in developing the musicianship of cantors, youth, and ensembles.
- Skilled in working with musicians of all ability levels and providing appropriate challenges to foster growth.
- Effective written and verbal communicator and collaborator with parish staff and volunteers.
- Capable of pastoral sensitivity in liturgical planning for weddings and funerals.
- Strong administrative skills in planning, budgeting, and scheduling.
- Commitment to ongoing professional and spiritual development.