

**Sisters of St. Joseph of NW PA
Community Living Center
Job Description**

Job Title: Director of Worship, Prayer and Music Ministry
Reports To: Leadership
FLSA Status: Exempt
Prepared Date: 11/2021

Inspired by the charism of the Sisters of St. Joseph, the employees of the Sisters of St. Joseph establish an environment of unity and mutual respect that characterizes our daily interactions with each other, the Sisters, neighbors and all who visit here, thus reflecting the unifying love of God and Neighbor.

Summary:

Responsible for all aspects of preparing and executing Worship and Prayer for the Sisters of St. Joseph. Additionally, responsible for all aspects of music ministry, including music therapy for sisters, in collaboration with the Quality of Life Director.

Essential Duties and Responsibilities:

1. Understands the Mission of the Sisters of St. Joseph and lives the Employee Mission Statement.
2. A Minister who shares faith, serves the community, and exhibits love of God and love of Neighbor, without distinction.
3. Chair the worship, prayer committee of the CLC.
4. Communicate liturgy materials and instructions to participating ministers, including worship aids for virtual liturgies.
5. Education of sisters for new music; education, and training of vocalists/musicians.
6. Formation for liturgical ministries.
7. Manage mass stipends and schedule masses.
8. Collaborate with the team which prepares the light wall in the lobby for special liturgical seasons.
9. Collaborate with the Sacristan on chapel environment.
10. Collaborate as requested for Congregational offerings: community gatherings, retreats, etc.
11. Proofread all worship aids and other communications.
12. Prepare and promote active, engaging, participatory, and hospitable liturgies.
13. Develop and maintain professional relationships and memberships, including diocesan connections.
14. Plan and present adult faith formation on various liturgical topics.
15. Prepare and implement a music therapy program for the Sisters in Marycrest, in conjunction with the Quality of Life Director.
16. Develop and present a variety of musical programs for the Sisters, in collaboration with the Quality of Life Director.
17. Responsible for compliance with all appropriate copyright and publishing laws.
18. Provide input for preparation of the department budget and operate within that budget.
19. Continuing education to remain current with new developments in the Church and in music.
20. Other duties as assigned.

Education/Experience: Requires a degree in Music, Theology, or related field; or equivalent experience. Also requires a minimum of five years related experience.

Supervisory Responsibility: Supervises all musicians and vocalists, whether compensated or volunteers.

Other Skills/Qualities

- Mission driven
- Participates in and supports a positive work environment. Shows respect and sensitivity for the Sisters and the SSJ Mission, as well as cultural differences.
- Demonstrates adherence to the highest moral standards, both on and off the job.
- Excellent written and oral communication skills
- Proficiency in Microsoft Office Suite, live-streaming and video production tools.
- Servant leader and effective persuader
- Thrives in and strives to create a team environment
- Openness to constructive criticism
- Self-starter with strong initiative
- Constantly striving for improvement
- Highly responsible and dependable
- Demonstrates confidentiality and respect in all interpersonal encounters.