

Director of Music Ministry and Liturgy
Our Lady of Mercy Church
Harborcreek, PA

Our Lady of Mercy Roman Catholic Church in Harborcreek, PA is seeking a Director of Music and Liturgy.

The full-time Director is actively engaged in the worship life of the parish and leads a music ministry program that includes a mix of cantors, a choir and various instrumentalists to support three liturgies a weekend, as well as Holy Day liturgies.

Duties include, but are not limited to, accompanying liturgies on a Roland Digital Mini Grand Piano, selection of Music, rehearsing and directing the choir, planning special liturgies, and creating worship aids, as needed. The director, in collaboration with the pastor and deacon, oversees all liturgical ministries, assuring their scheduling, training, and ongoing spiritual formation.

Candidates must possess a bachelor's degree in music or equivalent experience, knowledge and understanding of Catholic liturgy along with the ability to plan them, and excellent organizational and communication skills.

Applicants should send a cover letter and resume with salary requirements and three references to info@ourladyofmercychurch.org. They are also encouraged to include a link demonstrating musical proficiencies and to visit <https://www.ourladyofmercychurch.org/about.html> to learn more about Our Lady of Mercy.

Position Summary:

Actively engaged in the worship life of the parish, the director leads a music ministry program that includes a mix of cantors, choirs, and various instrumentalists to support weekend and special liturgies; plans integrated liturgies including appropriate prayers and music that are based on the scriptures and reflect diverse musical styles; and encourages parishioners to share their musical and liturgical gifts.

Responsibilities

Musical

- Plan music for all weekend and special parish liturgies. Be present to play and/or support.
 - Special parish events and celebrations include: Major feast days; penance services; parish missions; sacramental liturgies, e.g., Confirmation, 1st Eucharist; Lenten events.

- Preserve the current music repertoire; add new music to enhance liturgies as needed.
- Schedule and coordinate instrumentalists, cantors and choir for weekend and special liturgies.
- Regularly rehearse music ministers for weekend and special liturgies.
- Recruit and maintain adult and children choir members and instrumentalists to support the song of the assembly.
- Provide ongoing skill development for cantors, singers, and instrumentalists.
- Provide ongoing liturgical and spiritual formation for all music ministry members.
- Collaborate for sacramental liturgies, e.g., Confirmation, 1st Eucharist, with Director of Faith Formation and staff.
- Engage instrumentalists for special events as needed.

Liturgical

- Plan liturgies and create worship aids as needed including Ordinary Time, Advent, Lent, seasonal penance celebrations, Feast Day, Holy Week, etc.
- In collaboration with the pastor and deacon, oversee all liturgical ministers – scheduling, regular training, and formation.
- Prepare funeral liturgies; meet with family to plan and select music, and create worship aid.
- Prepare wedding liturgies; meet with engaged couples to plan and select music.

Other

- Attend staff meetings and monthly pastoral council meetings.
- Prepare the music budget.
- Find substitutes for liturgies when necessary for vacation or emergencies.
- Consult with Liturgical Environment Committee as needed.
- Prepare bulletin announcements and newsletter articles or pulpit announcements for any information to be communicated to the parishioners about liturgical celebrations and/or Music Ministry.

Requirements:

- BA in Music or demonstrated level of competence.
- Strong keyboard skills; vocal skills; proficiency in various styles of music
- Strong musical leadership skills and ability to develop cantors and choir members and work with instrumentalists in a way that supports the song of the assembly.
- Knowledge and understanding of Catholic Liturgy and Theology.
- Previous experience in Music Ministry in a Catholic parish is preferred.

- Leadership, organization, teaching, and communication skills.
- Collaborative disposition, ability to work in a team, flexible and self-motivated.
- Excellent verbal, written and interpersonal communication ability with strong emphasis on listening and problem solving.
- Proficiency in applicable computer programs and familiarity with sound systems