

Immaculate Conception Parish
720 Liberty Street
Clarion, PA 16214
(814)226-8433

Position Description

Job Title: Director of Music and Liturgy/Elementary Music Teacher

Reports To: Pastor

Position Status: Full-Time Regular – Non-Exempt. Subject to annual performance reviews.

I. Position Objective: To enhance music and liturgy by developing a music ministry for the parish (including the parish school) with the understanding that music in worship should form prayer. The Director will plan and prepare celebrations to promote “the full, active and conscious participation of the assembly” with use of cantors, choirs, ensembles and instrumentalists. Member of parish staff, school faculty and ex-officio member of the Faith Formation Council and Worship and Sacraments Committee.

II. Job Responsibilities and Duties:

Parish

- Support the ministry goals of Immaculate Conception through the application of expertise primarily in areas of music and liturgy.
- Promote the parish mission of Inviting People to Christ, Uniting People with Christ and Igniting People for Christ.
- Work collaboratively with the Pastor and Parish Liturgical Coordinator to plan music for liturgical celebrations, ministry events, and parish life.
- Plan, organize and lead music ministry for the three weekend Masses, School Masses, holy days and special liturgies throughout the year.
- Plan and provide music for weddings and funerals throughout the year as requested. Advise prospective newlyweds of music appropriate to the Mass and Immaculate Conception policy.
- Cultivate the talent of parishioners by inviting members to participate in music and liturgy by being involved in choral ensembles and instrumental groups.
- Encourage the assembly to actively participate in the Mass.
- Oversee all budget and administrative aspects of music and liturgy.
- Provide mentoring for individuals involved in music and liturgy.
- Supervise, train and schedule music ministers (cantors, choirs, scholas, organists, etc.) and distribute schedules and music in a timely manner.
- Select and maintain the music library and instruments.
- Schedule routine maintenance for organ/piano and as needed for the sound system.
- In collaboration with the Pastor and Worship and Sacraments Committee, seasonally evaluate the music and liturgy program.
- Participate in staff and faculty meetings.

Parish School

- Develop and implement a comprehensive elementary general music curriculum.
- Teach music at the parish school (PreK-6) two days per week. This involves teaching the students to read music and about instruments.
- Organize programs (concerts) and rehearsals.
- Conduct the chime and vocal choirs.
- Music liturgy planning for school Mass.
- Train cantors and organists for the weekly school Mass.
- Incorporate the school students in the weekend liturgies at least one time per month.
- Prepare and accompany students to the PMEA Choral Fest.

III. Qualifications:

Bachelor's Degree in Liturgical Music, Music Education, Performance or related field. Music or Education Certification preferred.

Must be able to secure all necessary clearances to work in church and school environments.

IV. Competencies:

1. Demonstrates knowledge and proficiency in keyboard technique, choral conducting, and vocal skills. Ability to perform on an additional accompanying instrument is preferred.
2. Comprehensive knowledge of the Roman Catholic Liturgy and the ability to integrate this with musical skills.
3. Interact effectively with parishioners, parish staff and faculty, students and school parents.
4. A commitment to good interpersonal relationships, teamwork and support of church ministries, and a pleasant personality.
5. Ability to develop short and long term planning
6. Dependable attendance.
7. Administrative ability to organize clearly and communicate effectively.
8. Ability to multi-task.
9. Passion to recruit and train choir members, cantors, and instrumentalists.

V. Physical Capabilities:

1. Must be able to perform necessary duties to execute the tasks required.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____