



Liturgical Music Minister

The Vision of this Ministry

At Good Shepherd, we invite everyone to a life-changing encounter with Jesus, the Way and the Truth and the Life, the road to the New Jerusalem. Music engages us to lift our voices to glorify the Lord, awakens a growing desire to listen to His Word, opens our hearts to welcome His message and to passionately serve in His mission.

This person of faith is responsible for the effective planning, coordination, and execution of music within the liturgical celebrations of the parish. He or she is gifted with a vision of how a local Church can develop its potential.

“...Every liturgical celebration...is a sacred action surpassing all others” (*Constitution on the Sacred Liturgy, #7*). **“Among the many signs and symbols used by the Church to celebrate its faith, music is of preeminent importance...Music should assist the assembled believers to express and share the gift of faith that is within them, and strengthen their interior commitment of faith”** (*Music in Catholic Worship, #23*).

Responsibilities and Tasks

Ministry of Worship

The Liturgical Music Minister:

- Develops, leads and implements plans to move parishioners to a deeper worship of Jesus through music in the Mass and in other sacred gatherings. Determine resources (volunteer and paid) needed to lead the parishioners in worship.
- Provides music and musicians for all Sunday and other major celebrations including funerals, etc., ensuring that the music is a liturgical celebration giving praise to God the Father.
- Recruits talent that is not only musically gifted, but is eager to lead the parishioners in worship.
- Rehearses with cantors and other musicians to ensure a high-quality worship experience at all Masses and other events involving worship.
- Acts as consultant to parishioners for planning sacramental liturgies, e.g., weddings, funerals, etc.

Ministry of Administration

The Liturgical Music Minister:

- Works to foster unity among all parish musicians and parishioners to create a spirit of harmony with the presider and other liturgical ministers.
- Adheres to diocesan and parish policies concerning use of emails, social media and other correspondence.
- Adheres to diocesan and parish policies concerning employment and conduct of paid musicians.
- Verifies time & attendance for paid musicians and submits bi-weekly timesheets in a timely manner.
- Maintains current musician rosters and other records of individuals involved in music ministry.
- Responsible for compliance with all appropriate copyright and publishing laws.
- Provides input for preparation of the Music Ministry budget, and operates within that budget.
- Works in conjunction with the Pastor to develop goals that enhance the contributions of the music ministry.

Ministry of Pastoral Services

The Liturgical Music Minister:

- Acting under the Pastor's supervision, collaborates with the Pastor, members of the parish staff and other parish leadership core groups, integrating his or her own area of responsibility with the overall parish vision.
- Supports the policies and vision of Good Shepherd Parish with emphasis on hospitality, care, and concern for the individual.
- Provides training and formation for volunteer and paid members of music ministry.
- Is an actively engaged member of the Parish Team, participating in routine meetings/trainings/retreats, daily prayer meetings and other key meetings and events.
- Collaborates with Sound Technician Manager to maintain sound equipment owned by the parish, striving to provide optimal sound quality.

Ministry of Education

The Liturgical Music Minister:

- Invites, motivates, and trains all parish ministers of music (whether volunteer, stipend, or salaried).
- Provides formation, music education, and practical preparation for liturgical celebrations for cantors/leaders of song, choral, and instrumental groups.
- Serves as a resource consultant for parish concerns regarding music, helping to educate staff, ministers of music, and congregation in developing their potentials to understand the role of music in worship and to celebrate liturgies of musical quality.
- Responsible for staying current on issues and trends within Catholic Liturgical practices:
 - Attends National Catholic Meetings and Liturgical Conferences as approved by the Pastor.
 - Directs music ministers to available training workshops and formational opportunities.

Required Skills & Experience:

- Experience leading worship in a Catholic context.
- Proficient in at least one performance area (e.g. keyboard, choral, voice).
- Proven ability to recruit, train and manage paid staff and volunteers.
- BA in music or related field or equivalent experience.

Critical Qualities:

- Strong personal relationship with Jesus Christ and a deep love for His Church;
- Passion for leading people into a life-changing encounter with Jesus through worship;
- Joyful, authentic, charitable and courageous;
- Excellent verbal and written communication skills;
- Servant leader and effective influencer;
- Thrives in team environments;
- Humble, with a genuine openness to constructive criticism;
- Self-starter with strong initiative;
- Constantly driving towards better outcomes;
- Effective planner and implementer;
- Highly responsive and dependable;
- Mission driven; and a
- Creative problem solver.

Details:

The Liturgical Music Minister:

- Is based in Tallahassee, FL;
- Reports directly to the Pastor;
- Has a passion for leading people into a life changing-encounter with Jesus through worship;
- Is or will be an active member of Good Shepherd Parish;
- Will be a salaried employee with a generous benefit package, including health, dental and vision benefits, 401K retirement plan, vacation and sick pay, and assistance with relocation expenses; and
- Will be required to work evenings and weekends and other times that are necessary to meet the needs of the parish and its dynamic responsibilities and activities.

The above list of job duties is not an exclusive or exhaustive list, nor is it designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Application Instructions:

Please send your cover letter, resume, statement of faith, video and music sample, and three references to apply@gsparishtlh.org. The video and music sample should include a brief introduction about yourself and a sample of you leading worship (this can be done using your smartphone and this can also be a self-made video). Your statement of faith should be roughly two-three paragraphs and describe your faith journey and current spiritual disciplines.