

Church of the Resurrection

Job Description

Position: Director of Worship
Effective Date: July 1, 2021

Reports to: Pastor
Classification: Exempt

Responsibilities:

Parish Music Coordinator

1. Choirs & Song Leaders
 - a. Coordinating the parish music programs.
 - b. Ensuring that all weekend parish liturgies, holy day liturgies, and other special parish liturgies, including but not limited to First Reconciliation, First Communion, Confirmation, and the Triduum Liturgies, have music ministers to facilitate the participation of the congregation.
2. Weddings
 - a. Assisting engaged couples in choosing appropriate music and readings for their wedding liturgies.
 - b. Reviewing and approving all music and worship aides to be used at parish wedding liturgies.
 - c. Providing music for parish weddings, the employee acts as an independent contractor. Expect a minimum of 2 hours will be necessary for each wedding liturgy. Expect a minimum of 1 hour will be necessary for each wedding outside of mass.
 - d. When unavailable to provide music for a parish wedding, assist the engaged couple in finding musicians.
3. Funerals
 - a. Providing music for parish funerals and when unavailable for a parish funeral arranging for parish musicians to play and lead the singing at the funeral.
 - b. Assisting in choosing appropriate music for funerals
 - c. Creating all Worship Aids for funerals.
4. Religious Education/Youth
 - a. Working with the Director of Religious Education and Youth Minister to help plan religious education liturgies.
 - b. Providing music and liturgical ministers for the religious education liturgies.

Liturgy Director

1. Liturgical Ministers
 - a. Recruiting, educating, scheduling and supervising the training of all liturgical ministers: music, lectors, Eucharistic ministers, ushers, greeters, servers, ministers of communion to the home bound and sacristans.
 - b. Post sign in sheets for the weekend schedule of Liturgical Ministers, Greeters and Ushers.
 - c. Secure volunteers to operate the audio-visual equipment.
2. Art & Environment
 - a. Coordinating Resurrection's liturgical art and environment for parish worship spaces.
 - b. Audio Visual. Serve as point person who prepares the slide presentation for mass as well as oversees the maintenance of related equipment
3. Parish Liturgies

- a. Helping to plan liturgies
 - b. Helping to evaluate liturgies
 - c. Selecting appropriate music for each liturgical season and parish liturgies.
4. Liturgy Materials
 - a. Creating and providing worship aids for special parish liturgies, such as but not limited to funerals.
 - b. Ordering appropriate resource materials.
 5. Liturgy Committee
 - a. Providing on-going education of the liturgy committee.
 - b. Attending and reporting to the parish liturgy committee each month
 - c. Facilitate, coordinate, enable and be a resource to the liturgy committee and various ministries thereof.
 6. Education
 - a. Attending diocesan liturgical workshops and continuing education, including to any Archdiocesan Councils and committees.
 7. Miscellaneous
 - a. To order supplies for the sacristy
 - b. To assist in other areas where the pastor deems necessary
 - c. To assist with planning intergenerational faith formation education and activity.

Children's Choirs & Liturgies

1. Children's Choir
 - a. Direct and oversee choir rehearsal once a week from September through May.
 - b. Choir would minister at one weekend liturgy per month from September – May.
 - c. Coordinate/direct choir ministries for Christmas, Easter and First Communion liturgies.
 - d. Serve as accompanist at school liturgies.
2. Children's Chime Choir
 - a. Oversee choir director/rehearsal once a week from September through Easter.
 - b. Choir would minister at one weekend liturgy per month September through Easter.
3. Christmas and Easter Family Liturgies
 - a. Coordinate the organization for family liturgies at Christmas and Easter
 - b. Coordinate with Resurrection's school staff to minister at weekly school masses for each grade level. One weekly rehearsal and one mass.

Qualities & Competencies:

Personal. The minister brings a variety of qualities to the ministry: prayerfulness, willingness to share faith openly, patience, flexibility, sense of joyfulness. The minister is emotionally stable, non-judgmental, and adaptable.

Professional. Academic and spiritual backgrounds are needed in the following areas: scripture, theology, liturgy, liturgical music. Vocal and keyboard/piano ability is required. Experience as a liturgical musician is preferred. Ability to function in a collaborative environment with parish staff.

Skills. The minister should have the ability to look at the total picture of liturgical music, Catholic liturgy, and the parish, and should be adaptable to different styles of music, from traditional to contemporary, keeping informed in the different opinions in liturgy while remaining faithful to the Catholic Church’s tradition. The minister should have skills of coordinating, enabling, and facilitating.

Work Schedule:

- Hours for compensation are to be worked on parish grounds unless otherwise approved in advance or required by the Pastor, or job description.
- Set work hours are to be agreed upon by the Pastor and the employee prior to signing the employment agreement.

Office Hours:

- A minimum of 40 hours per week between school and parish, which includes time spent in rehearsals and at liturgies.

Choir Rehearsals:

- Adult, Children’s, Hand-bell choirs each require 1 ½ - 2 hours per week when scheduled.

Liturgy Committee:

- 2 plus hours, once per month.

Multiple Weekend Liturgies & Misc. Hours (meetings with engaged couples, etc.)

- When ministering at 5 masses, approximately 9 hours spent: pre-liturgy rehearsal (1 hour) plus Mass (1 hour).
- Average weekend is 3 masses – approximately 6 hours.

Other Notes:

- All hours will be worked on the parish grounds. Exceptions may be granted by the Pastor on an individual basis.
- Time spent on events/meetings not directly pertaining to the responsibilities spelled out in this employee agreement are not eligible for reimbursement unless approved in advance by the pastor.
- Time spent for the Resurrection wedding ceremony is undertaken as an independent contractor, and is a private agreement between the engaged couples and the music minister.

Employee: _____

Date: _____

Pastor: _____

Date: _____