Director of Music and Liturgy                                  Our Lady of Fatima Church

Employment Category: Full Time exempt

Job Summary:
- The Director of Music and Liturgy is a professional who holds specialized credentials in
  music and liturgy.
- The Director of Music and Liturgy is an accomplished organist and pianist who will
  provide music at all weekend liturgies.
- Thorough understanding of Catholic liturgy and is a leader who possesses the skills and
talents to enhance worship through the varied expressions of liturgical music.
- Able to identify and communicate the liturgical and musical needs of the people of Our
  Lady of Fatima.
- The Director of Music and Liturgy will focus on enabling and coordinating liturgical
  music for the worshiping assembly, vocal ensembles, instrumentalists, accompanists, and
  others in music ministry.
- 35-hour/week position with regular office hours.

Essential Functions:

Music Ministry
I. Provides music at all weekend liturgies, Holy Days, and special occasions.
II. Recruits, encourages, and facilitates the musical training and formation of parish
    musicians of all ages. Provides choral directing and vocal coaching to encourage
    excellence in musicians leading community worship.
III. Coordinates the planning and distribution of schedules for the various musicians, choirs,
    and liturgical ministers for Sundays, Holy days, weddings, funerals, and any other
    liturgies.
IV. Plans and conducts rehearsals for the choirs and ensembles.
V. Selects or supervises selection and distribution of music for parish liturgies.
VI. Prepares or supervises the preparation of publications for musical events in parish.
VII. Ensures that all copyright regulations are followed regarding music reprinting.
VIII. Maintains parish musical instruments and related equipment and sees to their running
    and proper care and service.
IX. Prepares and administers the budget for the parish music program.
X. Implements diocesan and parish policies concerning music and liturgy.

Liturgy
I. Attends and participates in staff meetings.
II. Chairs the quarterly Liturgy Committee meetings.
III. Oversees purchase and care of liturgical materials including wine, hosts, candles,
    incense, care of clerical vestments, etc.
IV. Coordinates with ministry heads to recruit new liturgical ministers. Ensure all liturgies are appropriately staffed with the needed liturgical ministers who have been properly trained and certified.

V. Prepares all liturgies, especially larger and more involved celebrations, and provides congregation worship aids for bilingual Masses. Ensures that all liturgical ministers are trained for these special liturgies, at the discretion of the clergy.

VI. Oversees the preparation of all liturgies (wine, candles, hosts, incense, charcoal, etc.) either personally or through sacristans assigned for each liturgy.

VII. Manages “Ministry Scheduler Pro” – Computer software that coordinates the scheduling of all liturgical ministers.

VIII. Other duties as assigned.

**Weddings and Funerals**

I. All weddings, funerals, and additional liturgies will funnel through the Office of the Director of Liturgy and Music.

II. The Director of Music and Liturgy will ensure anyone who comes into Our Lady of Fatima to provide music is instructed on how to use our equipment and that the music chosen is appropriate.

III. Meets with engaged couples to plan music for wedding liturgies.

IV. Meets with grieving families as needed to plan music for funeral liturgies.

**Additional Items**

- The Director of Music and Liturgy may offer private music lessons in the Music Room charging a fee for client lessons.
- Paid Time Off will follow the policies of the Diocese of Knoxville. The Director of Music and Liturgy understands that Holiday time off must be arranged according to the worship schedule.