

Director of Liturgy & Music
Sacred Heart of Jesus Catholic Community
6502 CR 48, Manvel, TX 77578

Position Description:

The Director of Liturgy & Music is a full-time, exempt member of the parish staff of Sacred Heart of Jesus Catholic Community. The Director of Liturgy & Music is responsible for facilitating the worship life of the parish community by developing, coordinating and providing quality liturgical and musical experiences which celebrate and strengthen the parish assembly's journey of faith especially through the Eucharist. This position requires variable hours and on call response after regular business hours to meet the needs of the parish. It also requires weekend, holiday and evening work for events or the ability to arrange coverage. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers and after Mass functions. The Director of Liturgy & Music reports to, collaborates with and is directly responsible to the Pastor. Reports administratively to the Director of Administration.

Duties and Responsibilities:

LITURGY

- Directs the parish worship program, including the planning of liturgical seasons, sacramental celebrations, and all other liturgical services.
- Prepares scripts and service binders for liturgies, as required
- Coordinates special liturgies throughout the year (Confirmation, First Communions, etc) in conjunction with the Faith Formation Staff and Office of Worship, as needed.
- Chairs the Liturgy Committee and attends parish staff and other relevant meetings.
- Coordinates the ministries of all persons involved in liturgical functions, including recruitment, training and scheduling.
- Coordinate liturgy and music for weddings and Quinceaneras with wedding coordinator.
- Coordinate liturgy and music for funerals with families.
- Coordinates substitute and supplemental clergy for Sundays, Reconciliation Services and other events as requested.
- Prepares and manages the worship budget & maintains liturgy files.
- Provides for the periodic evaluation of the quality of the worship experience and ministries.
- Serves as leader of prayer when appropriate.
- Coordinates the publishing of worship aids and other booklets as required.
- Coordinates the operation of technological aids as required.
- Maintains professional competence through regular attendance at continuing education offerings in liturgy and music.
- Attends parish staff and other relevant meetings.
- Is visibly present to main parish groups at principal parish events and is attuned to the living faith and real concerns of the parishioners.

MUSIC

- Develops, implements and is responsible for the Parish music program
- Responsible for vocal and musical accompaniment at liturgical services including funerals, weddings, quinceañeras and other services as assigned.
- Recruits, trains, and schedules all persons involved in music ministries.

- Prepares and manages the music budget & maintains the music library and files including the procuring of any copyright documents and other resources.
- Provides for the periodic evaluation of the quality of the music ministry.
- Coordinates the publishing of worship aids and other booklets as required.
- Coordinates the operation of technological aids as required, such as projectors, audio/visual devices, microphones, sound equipment, etc.
- Serves as leader of prayer when appropriate.

Other Duties as Assigned

Skills/Qualifications:

- Ability to lead large and small groups in prayer during liturgical celebrations.
- Provides for the special needs of the community in accordance with the Archdiocesan Code of Ethics.
- Ability to work cohesively with other staff, volunteers, and parish community.
- Ability to utilize organizational skills in short and long range planning.
- Bachelor's degree in liturgy and/or liturgical music preferred.
- Knowledge and experience in sacred music and the sacramental practices of the Catholic Church; Roman Catholic Liturgy, traditions and rituals.
- Experience and training in music teaching skills.
- Proficiency with playing keyboard.
- Is a Catholic in Good Standing.
- Fluent in English and Spanish, both written and oral preferred.
- Follows Archdiocesan Ethical and Personal Code of Conduct.
- Obtain background check clearance.
- Physical ability to perform tasks associated with job.
- Proficient in Microsoft Office (Outlook, Excel, Word, Publisher).

Submit resume and cover letter via email to jobs@sacredheartmanvel.org.