

Director of Liturgy & Music

Mary Queen Catholic Church

Friendswood, TX

Description

Ensure quality liturgical celebrations that foster an environment of full, conscious, and active participation of the faithful. This position requires the candidate to be living in full sacramental communion with the Catholic Church. The Director of Liturgy & Music is a full-time, benefits-eligible position.

Duties and Responsibilities

- Supervise and direct choirs, ensembles and accompanist(s).
- Rehearse with choirs and cantors.
- Recruit, organize, train, mentor, and schedule musicians.
- Plan, execute, and supervise music for 5 weekend liturgies and holy days of obligation (Holy Week, Christmas, etc.)
- Inventory and maintain use of Audio/Visual equipment.
- Maintain and care for all music related equipment.
- Coordinate all parish liturgies and collaborate with relevant staff and volunteers in various sacramental celebrations.
- Serve as music consultant to parishioners, clergy and staff regarding weddings, quinceañeras, and funerals.
- Oversee the liturgical life of the parish including liturgical ministry coordinators.
- Coordinate the preparation of weekly liturgical documents, i.e., prayers of the faithful, announcements, etc.
- Plan semi-annual training opportunities/retreats for volunteers.
- Facilitate healthy communication within the liturgical ministry.
- Maintain an active work schedule which will include evenings, weekends, and holidays.
- Submit and maintain an annual budget which includes opportunities for fundraising.
- Be able to constantly assess the program.
- Keep in compliance with all music licensing and reporting.
- Be under the supervision of the Pastor and attend staff meetings on a regular basis.
- Work collaboratively with clergy, parish staff, and councils.
- Maintain accurate records for volunteers and safe environment protocols.
- Maintain active participation/membership in music organizations (NPM, TCDA, AGO, etc.)

Skills

- Excellent communication skills, both written and verbal.
- Ability to work independently and focused on task completion.
- Proficiency in Microsoft Office, experience with media systems or a willingness to learn.
- Positive attitude.
- Skilled in a keyboard instrument along with a strong vocal presence.
- Knowledge of or willingness to learn sound system technology.
- Well-versed in liturgy with a competent knowledge of the basic teachings of the catholic church.
- Critical thinking and excellent execution.

Education/Experience

The candidate must possess a minimum of a Bachelor's Degree in Music, Liturgy, Religious Education, or a related field/equivalent experience. He/she will be expected to have completed or be willing to complete formation required by the Archdiocesan Office of Worship. The candidate must also clear a background check and complete all Safe Environment protocols prior to employment.

Qualified candidates are encouraged to send a resume, cover letter, and minimum salary requirement* to John Laine, Business Manager. jlaine@maryqueenchurch.org with Director of Liturgy & Music in the subject field.

*Submissions that do not include minimum salary requirement may not be given consideration.