



St. Thomas More Catholic Church  
10330 Hillcroft St. Houston, TX 77096

## **Music Director and Liturgy Coordinator**

### **IDENTIFYING INFORMATION**

Status: Full-Time Position

Reports to: Pastor

### **PRIMARY FUNCTION**

The Music Director / Liturgy Coordinator

- Embodies the principles of the Parish Mission Statement: To be Jesus' true disciple by serving the people of our Parish in a joyful way to build a welcoming, interconnected gathering of the faithful.
- Organizes music for liturgies and parish functions. "The music ministry at St. Thomas More strives to develop a quality music culture that glorifies God by enriching and beautifying the worship of His faithful people." Incorporating traditional and contemporary hymns.
- The Liturgy Coordinator oversees all liturgical needs of the parish by coordinating and providing a quality liturgical experience that celebrates and strengthens the community's faith to assist in building up the kingdom of God at St. Thomas More. This position requires the employee to be a practicing Catholic in good standing with the Church.

### **MAJOR POSITION RESPONSIBILITIES/ACTIVITIES**

#### **1. Weekend Liturgies: Vigil Mass and Sunday Masses**

- Provide leadership and support for the musical prayer life of the parish.
- Choose songs based on Lectionary Readings.
- Organize sheet music and charts to be distributed at the weekend masses.
- Lead or accompany at all masses.
- Assign vocalists/accompanists to all liturgies.
- Manage vocalists and musicians.

#### **2. Weddings, Funerals, Baptisms, Confirmations, Quinceañeras:**

- With assistance from the admin, manage the wedding intake and communicate with the couple about music for their wedding date.
- Communicate with wedding coordinator to schedule musicians for weddings.
- Communicate with funeral coordinator to schedule musicians for funerals.
- Communicate with quinceañas coordinator to schedule musicians for quinceañas.

- Coordinate with musicians for all weddings and funerals.
- Maintain a comprehensive list of songs for weddings, funerals, baptisms.
- Communicate with liturgist and archdiocesan representatives to select songs for confirmations.
- Work with the archdiocesan Liturgy's office to complete the confirmation planning form.

### **3. General Music Management**

- Point of contact for parishioners and ministry leaders concerning music.
- Maintain pastoral relationships with musicians and singers.
- Communicate with musicians and singers through a quarterly newsletter,
- Ensure all new volunteers, contract musicians, and singers are Safe Environment verified.
- Attend regular staff meetings.
- Manage Annual Budget.
- Operate in a manner that promotes innovation and keeps abreast of the newest trends in music.
- Promote music opportunities regularly to encourage parish participation.
- Manage resources encouraging parish music participation: hymnals, worship aids, etc.
- Provide music for occasional parish events outside of those contained herein.
- Ensure email and voicemail are responded to promptly, with a goal of 24 hours.

## **POSITION SPECIFICATIONS/REQUIREMENTS**

### **1. Active Catholic**

### **2. Education**

- Bachelor's Degree or higher (preferably in music)
- Bilingual., English and Spanish (preferably)

### **3. Skills, Knowledge and Abilities**

- High degree of proficiency in the use of organ, piano, keyboard, guitar, or other lead instrument, and working knowledge of different instruments.
- Knowledge of Catholic liturgy and tradition.
- Ability to perform in a wide range of styles, including traditional and contemporary.
- Proficient at leading music at liturgy.
- Ability to lead, direct volunteers and reports, and create teams.
- Experience with technical aspects of music, including soundboards, lighting, video, and a/v equipment.
- Strong management skills and capable of independently managing multiple projects with little direct supervision.
- Proficient in Planning Center Services, Office 365, G-Suite, Excel, Word, Logic X, Pro-Tools, Finale.
- Strong oral and written communication skills.
- Bilingual., English and Spanish (preferably)
- Ability to use Liturgical Ministries Scheduling Software (Ministry Scheduler Pro)

**Email Resumes to [odubon@stmhouston.org](mailto:odubon@stmhouston.org)**