

Director of Music Ministry  
Our Lady of Mercy Church  
Harborcreek, PA

**Position Summary:**

Actively engaged in the worship life of the parish, the director leads a music ministry program that includes a mix of cantors, choirs, and various instrumentalists to support weekend and special liturgies; plans integrated liturgies including appropriate prayers and music that are based on the scriptures and reflect diverse musical styles; and encourages parishioners to share their musical and liturgical gifts.

**Responsibilities**

Musical

- Plan music for all weekend and special parish liturgies. Be present to play and/or support.
  - Special parish events and celebrations include: Major feast days; penance services; parish missions; sacramental liturgies, e.g., Confirmation, 1<sup>st</sup> Eucharist; Lenten events.
- Preserve the current music repertoire; add new music to enhance liturgies as needed and to develop a diverse assembly repertoire.
- Schedule and coordinate instrumentalists, cantors and choir for weekend and special liturgies.
- Regularly rehearse music ministers for weekend and special liturgies.
- Recruit and maintain adult and children choir members and instrumentalists to support the song of the assembly.
- Provide ongoing skill development for cantors, singers, and instrumentalists.
- Provide ongoing liturgical and spiritual formation for all music ministry members.
- Collaborate for sacramental liturgies, e.g., Confirmation, 1<sup>st</sup> Eucharist, with Director of Faith Formation and staff.
- Engage instrumentalists for special events as needed.

Liturgical

- Prepare Intercessions for weekend and special liturgies.
- Plan liturgies and create worship aids and presider's book as needed including Ordinary Time, Advent, Lent, seasonal penance celebrations, Feast Day, Holy Week, etc.
- Oversee all liturgical ministers – scheduling, regular training, and formation.
- Prepare funeral liturgies; meet with family to plan and create worship aid.
- Prepare wedding liturgies; meet with engaged couples to plan.

Other

- Attend bi-weekly staff meetings and monthly pastoral council meetings.
- Prepare the music budget.
- Find substitutes for liturgies when necessary for vacation or emergencies.
- Assist Liturgical Environment Committee as needed.
- Coordinate with AV System Committee.
- Prepare bulletin announcements and newsletter articles or pulpit announcements for any information to be communicated to the parishioners about liturgical celebrations and/or Music Ministry.
- Assist with special projects as needed (e.g., parish publications, newsletter, bulletin, Directory, etc).

**Requirements:**

- BA in Music or demonstrated level of competence.
- Strong keyboard skills; vocal skills; proficiency in various styles of music
- Strong musical leadership skills and ability to develop cantors and choir members and work with instrumentalists in a way that supports the song of the assembly.
- Knowledge and understanding of Catholic Liturgy and Theology and the ability to plan integrated Liturgies.
- Previous experience in Music Ministry in a Catholic parish is preferred.
- Leadership, organization, teaching, and communication skills.
- Collaborative disposition, ability to work in a team, flexible and self-motivated.
- Excellent verbal, written and interpersonal communication ability with strong emphasis on listening and problem solving.
- Proficiency in applicable computer programs and familiarity with sound systems