

Director of Music Ministry
(Part-Time)
Our Lady of Mercy Church
Harborcreek, PA

To apply for this Job: Please send a cover letter, resume and three named references to info@ourladyofmercychurch.org.

Position Summary:

Actively engaged in the worship life of the parish, the director leads a music ministry program that includes a mix of cantors, singers, and instrumentalists to support the song of the assembly at weekend and special liturgies. The director selects music that is based on Scripture, the readings of the day and themes of the liturgical season in consultation with the pastor and staff while utilizing a diversity of musical forms and styles.

Responsibilities

Musical

- Plan music and be present to play for all weekend and special parish liturgies.
 - Special parish events and celebrations include: Major feast days; penance services; parish missions; sacramental liturgies, e.g., Confirmation, 1st 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 other singers for weekend and special liturgies.
- Regularly rehearse music ministers for weekend and special liturgies.
- Recruit and maintain adults, youth and children as singers, choir members and instrumentalists to support the song of the assembly.
- Provide ongoing skill development for cantors, singers and instrumentalists.
- Collaborate with Director of Faith Formation and staff for sacramental liturgies, e.g., Confirmation, 1st Eucharist and over time work with staff to engage children to fully participate in Mass.
- Engage additional instrumentalists for special events as needed.

Also:

- Serve as primary musician for weddings and funerals. (Additional compensation provided.)
- **Funerals:** Meet with families to select appropriate music for funeral liturgies using the parish Funeral Guide and oversee the creation of a worship aid for the liturgy.
- **Marriages:** Meet with engaged couples to plan music for wedding liturgies and oversee the creation of a worship aid for the liturgy.

In addition:

- Attend bi-weekly staff meetings.
- Determine needs of music ministers for the parish budget.
- Find accompanist substitutes for liturgies as necessary, including for funerals and weddings if necessary.
- Communicate information regarding music and via bulletin, mass announcements, as needed.
- Coordinate with AV System Committee for any liturgy-based sound or video needs.

Requirements:

- B.A. in music or demonstrated level of competence
- Strong keyboard skills; Vocal skills; Strong musical leadership skills
- Proficiency in various styles of music
- Ability to develop singers, including cantors, and instrumentalists to support the song of the assembly
- Experience in music ministry in a Catholic parish is preferred.
- Interest in and ability to acquire a basic knowledge and understanding of Catholic liturgy and theology to support the ongoing planning of appropriate and effective liturgies.
- Skills in leadership, organization, teaching and communications
- Collaborative disposition, ability to work in a team environment, flexible and self-motivated.
- Excellent verbal, written and interpersonal communication abilities, with strong emphasis on listening and problem solving.