

**Job Title:** Director of Liturgy & Music  
**Reports To:** Pastor  
**Position:** Full-time, Benefited  
**Parish:** St. Joseph Parish, Downers Grove, Illinois

St. Joseph Parish is a community chosen and called by God to be sent and directed by the Holy Spirit. It exists to provide the people of God the pastoral care and spiritual nourishment they need to proclaim the good news of Christ in their lives and to the world. St Joseph's Parish is a dynamic Catholic community where all can truly belong - lifelong Catholics, those just beginning to explore Catholicism and those who are returning to Catholicism. If you attend one of our Masses, you will quickly get the feeling that our parish is thriving.

As a parish, we hope to:

Catechize – Help parishioners to learn more about Jesus.

Evangelize – Help parishioners to fall in love with Jesus.

Faith in Action – Help parishioners to use their gifts and talents to serve the Lord and His people, and to share their faith with others.

### **Position Summary**

The Director of Liturgy and Music is an integral member of the Worship staff at St. Joseph Parish with responsibility for preparing liturgy and music that serves the parish community and consistently reaches out to evangelize to all. With the goal of planning, facilitating, and leading joyful and engaging public worship for the parish, the Director collaborates with the pastoral staff, liturgical ministers, and other members of the parish as appropriate. The Director is committed to being a pastoral musician and liturgist, who shares faith, serves the community, and expresses the love of God and neighbor by nurturing personal spiritual and ministerial growth. This is a full-time benefited position.

### **Responsibilities as Director of Liturgy**

- Assist the pastor and serve as resource person for the parish's liturgical life.
- Prepare the parish liturgical calendar each year in consultation with the pastor.
- Prepare the liturgy for the seasons of the Church Year, Sunday Eucharist, and sacramental celebrations in consultation with the pastor.
- Coordinate the liturgy planning and work towards the full implementation of the rites of the Church and the liturgical guidelines of the diocese.
- Prepare orders of service for the presider.
- Prepare worship aids for the assembly when necessary.
- Guide the work of the Parish Worship Commission after consultation with the pastor.
- Oversee the Liturgical Ministries of the parish.
- Oversee the formation and recruitment of the liturgical ministers.
- Oversee the scheduling of Liturgical Ministers utilizing Ministry Scheduler Pro
- Consult individually with families to prepare the liturgy for funeral Masses.
- Consult individually with couples to prepare the liturgy for weddings.
- Provide liturgical formation for the assembly.
- Serve as liturgy resource person for parish staff members and parish organizations.
- Prepare and oversee the parish liturgy budget in consultation with the pastor and business manager.
- Organize and maintain parish liturgy library and resources.
- Remain informed and knowledgeable regarding current liturgical practice.

## **Responsibilities as Director of Music**

- Assume leadership and responsibility for music at worship.
- Develop assembly repertoire for Sunday music and other liturgies.
- Prepare and ensure appropriate music and musicians for all liturgical celebrations.
- Be present for 3 liturgies each Sunday throughout the year. During the choir season, the Director of Music/Liturgy serves as choral director (and accompanist) for the Choir Mass each Sunday and as organist/pianist for two additional liturgies.
- Coordinate and schedule organists/pianists for the additional liturgies.
- Conduct, coordinate, train, and schedule the following parish choirs, ensembles, and instrumentalists:
  - Adult Choir (Tuesday rehearsals and Sunday 9:00 a.m. or 11:00 a.m. Mass during choir season)
  - Children's Choir - Serve as accompanist for the once-a-month Masses and Christmas Eve Mass
  - Funeral Ministry Team and Choir (for all parish funerals)
  - Parish Instrumentalists
- Form, train, and schedule parish cantors.
- Collaborate with the handbell choir director to integrate the handbell choir program into the music of the liturgy, especially during the seasons and holy days of the year.
- Hire professional instrumentalists for the holy days to enhance musical worship and to supplement parish volunteer instrumentalists.
- Consult with families regarding music for funerals and serve as organist/pianist for parish funerals or secure an organist/pianist.
- Consult individually with couples regarding music for weddings and serve as organist/pianist for parish weddings or secure an organist/ pianist.
- Provide music for Religious Education prayer services, as requested.
- Provide liturgical music formation for the assembly.
- Serve as a liturgical music resource person for parish staff members.
- Prepare and oversee the parish music ministry budget in consultation with the pastor and business manager.
- Organize and maintain parish music library, choral music, and resources.
- Oversee the maintenance and care of all parish instruments (Wicks 18-rank pipe organ, Yamaha grand piano, Yamaha upright, and other parish instruments).
- Select parish music resources and manage funding for non-budgeted items.
- Improve musical abilities through practice, schooling, and seminars.
- Maintain proficiency in organ, piano, voice, choral conducting, and arranging.
- Remain informed and knowledgeable regarding music in the Church's worship.
- Participate actively in professional music/liturgy/ministry organizations.

## **Qualifications**

- Demonstrate organ/piano and vocal proficiency.
- Bachelor's degree in music or liturgical music with preference to include advanced education in music and liturgy.
- A Catholic in good standing, who also supports the mission and vision of the parish and the Diocese of Joliet.

*Please send your cover letter and resume to [bharbauer@sjpdg.org](mailto:bharbauer@sjpdg.org) and include the position title in the email subject line.*