

**DIRECTOR OF LITURGY AND MUSIC  
CORPUS CHRISTI CATHOLIC CHURCH, ALISO VIEJO  
JOB DESCRIPTION**

**POSITION TITLE:** Director of Liturgy and Music

**FLSA STATUS:** Non-Exempt

**DEPARTMENT/PROGRAM:** Liturgy and Music Ministry

**REPORTS TO:** Pastor

**SUPERVISORY RESPONSIBILITY:** Musicians and vocalists

**INTERNAL/EXTERNAL CONTACTS:**

**Internal:** Pastor, parish staff and parishioners

**External:** Musicians and vocalists assisting as needed

**PRIMARY PURPOSE:** The Director of Liturgy and Music is responsible for ensuring quality liturgical celebrations and music that enhance the “full, conscious, active participation of the faithful” of Corpus Christi Catholic Church.

**QUALIFICATIONS & EXPERIENCE**

1. Active member of a Roman Catholic parish faith community, or be a person who has knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church.
2. Bachelors’ degree in Music or commensurate experience.
3. Commitment to the vision of the Purpose Driven Model.
4. Proficiency in use of the piano-excellent keyboard skills-and a working knowledge of other instruments used in parish music ministry.
5. Ability to direct choirs and congregational singing.
6. Knowledge of Catholic liturgy, including liturgical documents and music resources.
7. Knowledge of Roman Missal and Lectionary.
8. Strong personal code of ethics, including maintaining confidentiality and avoiding conflict of interest is required.
9. Must be a self-starter, motivated and energetic person, who is able to take initiative in fulfilling task in a professional manner.
10. Must have a collaborative approach to ministry, i.e. maintains a supportive and respectful relationship with other staff members and lay leaders
11. Ability to supervise volunteers.
12. Solid organizational, planning and communication skills.
13. Ability to work independently with little direct supervision and frequent interruptions.
14. Complete the Safe Environment training and keep that training up to date

15. Diocesan employment requirements must be met.
16. Perform other work-related tasks as directed by the pastor.

#### **LITURGICAL RESPONSIBILITIES:**

1. Collaborates with pastor and pastoral team.
2. Coordinates all parish liturgies and collaborates with pastoral team and volunteers who are directly involved in various rites and sacramental celebrations, e.g., RCIA, First Eucharist and Confirmation, Children and Youth liturgies, etc.
3. Oversees the Liturgy Committee.
4. Meets with heads of liturgical ministries on an as needed basis to go over responsibilities regarding liturgy especially the major liturgical celebrations, e.g., Christmas, Triduum, First Eucharist and Confirmation.
5. Prepare scripts and worship aids for all liturgies.
6. Serves as consultant to parishioners for planning sacramental liturgies, e.g., weddings and funerals, and non-sacramental liturgies, e.g., Stations of the Cross, Divine Mercy Novena, etc.
7. Coordinates an annual ½ day retreat for all liturgical ministers.
8. Responsible for preparing the annual Liturgy and Music Ministry Budget to be submitted to the Parish Finance Council as well as monitoring that budget to preclude significant variances.
9. Oversees the maintenance and care of the parish sound system.
10. Attend diocesan Liturgy and Music Directors meetings.
11. Ensure that all music team and volunteers are in compliance with Safe Environment requirements.
12. Other duties assigned by pastor.

#### **MUSIC RESPONSIBILITIES:**

1. Coordinates and directs the parish music ministry program.
2. Collaborates with the pastor to ensure appropriate music for all liturgies.
3. Collaborates with pastoral team and volunteers who are directly involved in various rites and sacramental celebrations, e.g., RCIA, First Eucharist and Confirmation, Children and Youth liturgies, etc.
4. Plays as well as provides music, cantor(s) and musicians for all Sunday and major celebrations, weddings, funerals, reconciliation services, Stations of the Cross, Vacation Bible School, Retreats and other events assigned by pastor.
5. Ensure qualified substitutes when absent.
6. Cantor when necessary.
7. Recruit, train, mentor and supervise musical groups, cantors, musicians and volunteers.
8. Hold and direct regular rehearsals for musical groups, cantors, musicians and volunteers.
9. Calendar and schedule musical groups, cantors, musicians, volunteers, and all matters related to Liturgy and Music Ministry.
10. Update and maintain all necessary licenses and copyrights. Organize and maintain the

parish music room, library, and purchase new materials as needed.

11. Maintain and care for all music related equipment, suggests equipment needs for music ministry.
12. Other duties assigned by pastor.

#### **SUPERVISION AND ACCOUNTABILITY.**

1. The Director of Liturgy and Music reports directly to the pastor and his under his direct supervision
2. It is the pastor who will be responsible for conducting the annual ministry review.
3. Commitment to the vision of the Purpose Driven Model.
4. Participate annually in the Purpose Driven Conference and the Life Teen Conference.
5. It is expected that the Director of Liturgy and Music attend CLASS 101, 201 and 301 provided by the parish.

#### **PHYSICAL REQUIREMENTS:**

1. Frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; occasionally required to climb stairs; balance; stoop, kneel, crouch or crawl. Frequently lift and/or move up to 25 lbs. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.
2. The noise level in the work environment is usually moderate though occasionally loud.

**EQUIPMENT AND PROGRAMS:** musical instruments, stands, microphones, sheet music and other related materials.