



St. John the Baptist-Holy Angels Parish Newark, Delaware

The parish is seeking a **Director of Liturgical Music**, available immediately. The job description is as follows:

Administrative Responsibilities

- The DLM will have at his/her disposal the support of the Parish Center, including an office with a computer, printer access,
- Attend staff meetings
- Co-chair of the Liturgy Committee
- Communication with all parish staff regarding preparations for liturgical seasons and feasts
- Monitors schedule for musicians for all English/bilingual liturgies, at times in collaboration with the Director of Hispanic Ministry
- Implements parish and diocesan liturgical policy
- Educates the parish community via the bulletin
- Collaborate with the Business Manager on a budget that includes liturgy, music, art, environment, RCIA, on-going formation

Worship Responsibilities

- The DLM directs discernment of worship/prayer needs throughout the liturgical year
- Prepares all English/bilingual liturgies with final approval of the pastor
- Available to all parish groups for liturgies and prayer service preparation

Music Responsibilities

- To achieve a consistency in type & quality of sacred music expected at SJHA, the DLM guides all music associated with the worship life of the parish, including religious education and school liturgies.
- Prepares music for:
 - All Sundays and Holy Days of Obligation and other holydays and civil holidays, giving particular attention to the Rites associated with RCIA
 - School liturgies in collaboration with the school staff
 - Organist for liturgies at each church on weekends
 - Sacramental celebrations (First Eucharist, Reconciliation, Confirmation, etc.)
 - Parish celebrations of Vespers, Lauds, Night Prayer
 - Triduum liturgies in collaboration with the parish liturgy committee
 - Other extraordinary liturgies requested by the pastor

- Ensures there is music for all liturgies, as musical prayer is normative in the worship of the church.
- Encourages presiders to use simple, a cappella music at daily mass.
- Keeping up-to-date with current liturgical music, and picking music that will guide the Assembly to full, active, and conscious participation, keeping in mind that new repertoire should have limits and not overwhelm the assembly or musicians
- Choir – the DLM conducts the choir including weekly rehearsals from September – May as well as cantor/organist workshops at least once a month.
- Provide formation for cantors and musicians
- Insure that required permissions and reprinting licenses are utilized and renewed
- Purchase liturgical music as needed
- Hire instrumentalists for major feast days and holidays as they are available
- Maintain the upkeep of all instruments of the parish. Schedule piano tuning at Holy Angels before Christmas and Easter

Formation Responsibilities

- Ongoing formation of liturgical ministers and recruitment of new ministers
- Initiate formation and catechetical sessions for new and continuing ministers at least once time every eighteen months.
- Consult with local and national agencies regarding liturgical praxis and formation (i.e., NPM, FDLIC)
- Attend one workshop each year in the area of music or liturgy, with the parish assuming all costs except food and beverage (if permissible)

Other Duties

- Coordinate with leaders of all liturgical ministers
- Monitor records of liturgical ministers as requested by the diocese
- Oversee scheduling of all ministers
- Take inventory of items needed for liturgies and communicate need to order to the head of environment
- Prepare worship aids, when needed

REQUIREMENTS

- Bachelors degree in music or a related field
- Experience planning music for Catholic liturgy
- Familiarity with the liturgical documents of Vatican 2
- Familiarity with all the rites of the church, including RCIA
- Experience training liturgical ministers
- Experience leading and conducting choirs
- Experience leading cantors and organists
- Must be able to play piano and organ proficiently

Compensation: Non-exempt position: Hourly rate, TBD, max. 12-15 hrs. per week, no benefits

Please submit resume and references to:

Jean M. Toman

SJHA Search Committee Chair-DLM

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Or via e-mail: jean411@msn.com