

JOB DESCRIPTION

Job Title: Liturgy Assistant Director

MISSION STATEMENT

As partners in ministry, we commit to further the mission of the Sisters of the Holy Cross.

We strive for excellence in all we do while using our resources wisely.

We are called to live and minister in right relationships as we witness to gospel values and build just and caring communities.

CORE VALUES

Respect: Recognizes the dignity, value and uniqueness of each person as created and loved by God.

Hospitality: Welcomes strangers, guests and partners in ministry with kindness and consideration.

Compassion: Compels us to stand with and embrace others in their suffering, that together we may experience God's liberating and healing presence.

Service: Works with and for others by sharing our gifts and talents to accomplish the mission.

Main Function:

To assist the Director in overseeing liturgical prayer services and celebrations for the Sisters of the Holy Cross at the Church of Our Lady of Loretto and for Congregation events, such as General Chapter.

ESSENTIAL FUNCTIONS

1. Provides music leadership for the worshiping assembly.
2. Assists and supervises office in preparation for liturgies.
3. Monitors yearly department operational and capital budgets.
4. Communicates all appropriate information to those who need to know.

Job Specific Responsibilities

1. Assists with choir preparation, conducts the choir, and serves as cantor.
2. Provides instrumental accompaniment for liturgies and prayer services.
3. Coordinates music preparation for choir and instrumentalists.
4. Maintains the choral library.
5. Assists in sacristy work.
6. Directs all office procedures.
7. Responsible for departmental budgeting process.
8. Collaborates with Director on production of worship guides.
9. Assists Director in preparations for liturgical celebrations.
10. Assists in maintaining and providing musical resources, including all instruments.
11. Coordinates Church of Loretto sound system maintenance and use.
12. Researches, reviews, and recommends new music.
13. Coordinates use of church for outside groups.
14. Assists with the management and development of office staff.
15. Coordinates collaboration with Saint Mary's College.
16. Coordinates special projects as needed.

Minimum Qualifications

Education

Bachelor's degree required. Master's degree preferred.

Experience

Minimum of 3 years experience in pastoral music and liturgy. Must be of Roman Catholic faith.

Budgeting

Has authority to sign-off on approved budget items within the department.

Scope of Supervision

Position requires oversight of an employee and volunteers. Also requires recruiting for volunteers and extra staff assistance for some projects.

Other Acknowledgements:

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.