

St. John the Baptist

New Brighton, Minnesota

Position Description

Title:	Director of Worship: Liturgy & Music
Reports to:	Pastor/Parochial Administrator
Direct Reports:	Sacristans, musicians, children's choir director, soprano section leader, contemporary music director, hired musicians
Provides work direction:	Weekend custodians & church cleaner, choir members, cantors and other liturgy & music volunteers
FLSA:	Exempt, Learned Professional
Hours:	Full-time, 40+ hours per week
Schedule:	Weekends, weekdays and evenings; schedule to be determined in conjunction with supervisor and considering liturgical season
Benefits eligible:	Yes, see benefits documents for information
Last revision:	March 9, 2020

The mission of St. John the Baptist Church & School:
Bearing witness to Jesus Christ who is the Way, the Truth and the Life: GO. MAKE. TEACH.

The core values of St. John the Baptist Church & School:
a reliance on prayer, a willingness to grow and a generous spirit.

Job Purpose: To ensure that the liturgies and music of St. John the Baptist Church & School are of high quality and effectively reflect the mission and core values of the parish. In collaboration with the pastor/parochial administrator, other clergy and staff, and parish leaders, the Director of Worship must rely on prayer, be willing and open to growth and new learning and generously serve the people of God at St. John the Baptist. This position serves our people at the heart of their contact with the divine through the liturgies of the Church.

***General Responsibilities:** Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal. It is required that this employee be a Catholic.

Representative Responsibilities

***Staff Member Responsibilities**

- Attend and participate in monthly staff meetings.
- Meet regularly with the pastor/parochial administrator to discuss the planning and execution of liturgies.
- Services as staff liaison to the Worship Commission.
- Maintain open communication with the pastor, parish business administrator, school principal, parish and school staff, students, parishioners and benefactors.
- Coordinate scheduling of lay liturgical ministers with Ministry Scheduler Pro, with volunteer leadership.
- Maintain and update the liturgy and music pages of the website relevant to the Worship department, in coordination with other staff.
- Ensure the parish is current with its copyright licensure for the legal use of music.
- Prepare weekly Mass leaflets for all weekend, holy day and holiday liturgies, funerals, weddings, and other occasional services. This involves creating the documents and either printing in-house or through an approved vendor.
- Approves timecards for all direct reports.
- Oversee and coordinate music for all weddings and funerals.
- The Director of Worship is the sacristan for funerals as well as the organist and is paid for this through the funeral home.
- The Director of Worship meets with all wedding couples in the planning and execution of wedding Masses or ceremonies. The stipend for this service is paid directly from the wedding couple and/or the parents.
- Records and uploads Sunday homilies and selected choral music weekly to the parish website.

***Director of Music**

Adult Choir. The Adult Choir rehearses September through May on Wednesday evenings in the Choir Room from 7-9 pm. It consists of about 30 volunteer singers. They sing two Sundays per month, holy days in the evenings, Christmas Eve and during the Paschal Triduum. The choir's repertoire spans over eight centuries of liturgical music, from Gregorian chant to brand new compositions.

Schola. This adult group is composed of appointed members and sings as needed for special occasions such as Triduum and holy days.

Contemporary Ensemble. Singers and instrumentalists rehearse twice monthly and sing on alternating Sundays with the Adult Choir under the direction of a staff director.

Choristers and Cherub choirs. These groups sing about every 4-6 weeks under the direction of a staff director.

Sunday Evening Ignite Mass. This group leads Praise and Worship music and is directed by a contracted musician.

Organist. The Director of Worship serves as the primary organist for the parish. The organist shall prepare organ voluntaries and postludes as needed from the broad and rich patrimony of classical organ repertoire. The organist should be available for the majority of parish weekend

liturgies, except for Sunday evening liturgies. Also, the organist should be available for funerals and weddings as needed. A short list of substitute organists or pianists should be developed by the Director of Worship to ensure the liturgical needs of the parish are met.

Choral repertory. The Director of Worship organizes and maintains the extensive choral library in the choir room. In recent years, a large portion of music has been obtained from St. James Music Press, for which the parish pays an annual subscription fee.

Special Liturgical Events. A Thanksgiving morning liturgy has become a tradition at St. John's and draws a very large crowd for the 9:00 am Mass. It features the Adult Choir, trumpets, timpani, organ, piano, bagpipes and drummers. A July 4th liturgy is also an honored tradition. St. John's is also well known for the celebration the Holy Week liturgies. On special occasions, cemetery blessings and rituals are also planned by the Director of Worship.

Note on contemporary music: the liturgies at St. John the Baptist should respect our pastor/parochial administrator's preferences, our local customs and traditions and the beauty and reverence of the Church's sacred liturgies. At the same time, the incumbent in this position is encouraged to be open to proposing, seeking approvals and implementing appropriate contemporary musical styles and influences.

***Specific Responsibilities**

- Provide organ music for the majority of sung Masses and services at St. John's weekends along with holidays such as Memorial Day, Independence Day, Labor Day, Thanksgiving and holy days with or without the obligation attached.
- Recruit parishioners to give their time and talents for the music program whether as members of choir, schola, or ensembles, as cantors and as instrumentalists.
- Train and conduct the mixed adult choir of volunteers, along with any paid outside choral singers and cantors. The adult choir has a tenor musician who is able to direct when the organist is not available to direct.
- Provide liturgical direction to the Director of Choristers and Cherub choirs.
- Oversee the adult handbell choir, which is directed by a volunteer.
- Select hymns, chants, choral and organ repertoire in accordance with the liturgical year.
- Rehearse cantors 30 minutes prior to the liturgy and prepare the antiphony for weekend use.
- Rehearse instrumentalists to accompany ensembles and provide appropriate instrumental music.
- Program tower bell functions for liturgical feasts and seasons.

***School Masses**

- Assist with any school Masses that fall on a holy day of obligation or other significant liturgical days, including planning, preparation, and collaboration with the school music teacher. Play organ at two monthly Masses during the academic year.
- In consultation with the pastor/parochial administrator, assist with any school sacramental services, such as penance, first confession and first communion.

***Director of Liturgy**

- Provides leadership to the Altar Guild whose primary responsibility is to provide for the upkeep of the sanctuary and the many changes to that space for weekends, feasts and seasons.
- Convenes the Arts & Environment Committee, a sub-committee of the Worship Commission, which meets monthly September-May. This committee reviews and makes recommendations on changes or additions to the interior worship spaces. Its oversight extends to other parish common spaces, such as St. Joseph Hall and St. Paul Plaza, and the aesthetic features of the church exterior and St. John the Baptist Cemetery. The committee also prepares the church and chapel for the liturgical seasons, which may include the use of banners, nativity crèches, flowers, Christmas trees and plants, Easter flowers, etc.
- All plants in the church and common spaces are real and their maintenance is taken care of by volunteers under the direction of the Director of Worship.
- The Director of Worship provides work direction to paid maintenance staff who work in the church, chapels and common spaces.
- Prepares the weekend Universal Prayers and announcements.
- Prepares for printing all the Mass leaflets for all Sundays, holy days, holidays and Triduum liturgies. These are all printed by a printing vendor.
- Programs the church lighting system for feasts and seasons.

***Additional Notes and Responsibilities**

Instruments. Oversee upkeep, maintenance, and tuning of all instruments in the possession of the parish. The parish has a 5 manual Henerickson/Rodgers Digital Pipe Organ, 2 manual Digital Rogers Chapel organ, Yamaha chancel grand piano, Steinway grand piano in the dedicated St. Cecelia Choir Room, and a 5 octave set of Schulmerich handbells and chimes. The Director of Worship supervises the maintenance of and programs the bronze tower bells and Schulmerich Digital tower bells.

The Church. The newly renovated chancel choir allows for a choir of up to 50 + singers. The main organ is located just above the chancel choir. The antiphonal organ plays from the east organ gallery and a Resurrection trumpet along with other reeds play from the baptistry. The disposition is available on the music web page. The church nave seats 1200 people comfortably. A small gallery for musicians exists for use on special occasions.

The Chapel of the Angels. This chapel seats 140 people and is used primarily for daily Mass, funerals and occasional weddings. The chapel features a Rodgers 2 manual digital organ.

The Cenacle Chapel of Adoration. This Chapel is open 24/7 except during the celebration of Mass. The Director of Worship is responsible for the appearance of this space.

Saint Cecelia Choir Room. The choir room is under the supervision of the Director of Worship. It was designed specifically for the parish music program when the new Parish Center was built in 2001. It has a Steinway Grand piano, flexible risers and a small room for the choral library. New LED lighting has been installed in 2020.

Upper and lower sacristies. The Director of Worship is responsible for the upkeep of both sacristies, ordering of all supplies and general maintenance. She or he is responsible for the updating and upkeep of the sound system.

Vestry. The vestry is a small room where many sanctuary supplies are kept and is under the supervision of the Director of Worship.

Liturgy and music storage. In addition to the sacristies and vestry, there is a storage space in the church behind the chancel choir and a storage room in the Parish Center for all things music and liturgy. These spaces are under the supervision of the Director of Worship.

The Office of Worship Budget. The Director of Worship develops the annual parish music and liturgy budget with the pastor/parochial administrator and parish business administrator and is accountable for the satisfactory maintenance of the parish music and worship budget. It consists of printing, altar breads and wine, votive candles, liturgical supplies, hospitality in-house, choral music, musicians, Christmas/Easter flowers, children's choir supplies, Christmas/Easter brass and instrument repair and upkeep.

***To be present where needed, ready to work as needed to meet responsibilities.** Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

***Organize, prepare and maintain files and information.** Gather information from fax, email and other sources, ensure all information has been received, follow up as necessary, organize reports and make them available for convenient reference, maintain for the designated time, discard at designated time.

***Maintain and improve work knowledge and skills** such as understanding requirements and work procedures, purpose of work completed, computer use and general building management.

***Meet all communication requirements** including interpersonal skills with parish and school employees as well as visitors, guests, school families, and parishioners. Includes keeping superiors and appropriate others informed.

***Help create a productive environment** where there is harmony, good morale, and cooperative teamwork. Monitor self-productivity and take corrective action as appropriate.

*Maintain appropriate levels of confidentiality of all work data.

Other Responsibilities: includes other responsibilities identified as needed by the employee and approved and/or assigned by supervisor or pastor. The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by the staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities required of the position. Assigned responsibilities may change, as parish needs change.

The responsibilities listed above are representative of the job and are not inclusive. Those preceded by an asterisk () are essential job functions.*

Qualifications & Requirements of Position

Date: March 9, 2020

Title: Director of Worship (Music and Liturgy)

Qualifications

1. Bachelors or graduate degree in music, sacred music, organ performance or liturgical related field.
2. 5-10 years of experience in parish music ministry.
3. Education and experience in organ performance and service playing. Command of organ repertoire, representing the complete compositional spectrum of styles and periods.
4. Strong familiarity with the Mass and other Catholic liturgical rites and terminology.
5. Skilled in the art of improvisation as is needed during liturgies. Ability to follow the intricacies of the liturgy while playing and conducting. Skilled in nuanced choral accompaniment from the organ and piano when appropriate.
6. Capable of conducting from the console and trained in choral conducting with thorough knowledge of choral repertoire.
7. Formation as a vocalist with the understanding of performance practices appropriate to style and period of music preferred.
8. Command of diction in English and Latin preferred. Ability to read and execute Gregorian Chant notation will be useful.
9. Knowledge of and experience with effective and efficient choral rehearsal techniques.
10. Proficiency with composition and arranging of congregational and choral music.
11. Thorough understanding of the current Roman Missal and other supplementary liturgical books and legislations on music in the liturgy.
12. Proficiency with Microsoft Office and Finale preferred.
13. Must be a practicing Catholic.
14. Ability to satisfactorily pass a criminal background check and meet Virtus and related training requirements.

Mental Demands

1. Ability to plan, organize, and meet deadlines and to manage multiple concurrent tasks.
2. High level of organizational skills and ability to work under pressure and with interruptions.
3. Strong communication skills that articulate the parish mission and core values and invite others to participate in living these values. Effectively able to address conflict and provide inspiration.
4. Enthusiastic, self-motivated and able to work without supervision, but obtain direction when needed.
5. The ability to work collaboratively with other groups and individuals to achieve desired results.

Physical Demands

1. Work 40+ hours per week.
2. Able to sit or stand for long periods of time.
3. Ability to effectively play the organ and piano.
4. Able to lift up to 25 lbs. (books, paper materials, etc.) using proper techniques.
5. Able to participate in evening and/or weekend meetings, events or Masses.

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization’s needs change, my job description will change.

Signature _____ Date _____

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature _____ Date _____