



Job Description for Pastoral Associate: Liturgy, Worship & Music

Primary Purpose of Position:

To promote and facilitate the full, conscious and active participation of the faithful in the liturgical and devotional life of the parish.

Liturgy & Worship Responsibilities (include but are not restricted to):

- * Oversee all aspects of the liturgical and devotional life of the parish, including planning, scheduling & staffing of all worship experiences for the parish, including (but not limited to) weekday masses, weekend masses, holy days, funerals, weddings, Triduum liturgies, communal reconciliations, & Eucharistic Adoration.
- * Oversee the seasonal Church Environment teams, including purchase of all seasonal supplies, plants & flowers.

Music Ministry Responsibilities (include but are not restricted to):

- * Oversee all aspects of the parish liturgical music program, providing music selection & coverage for weekend liturgies, holy days, Triduum, reconciliation services, First Communion, funerals (in collaboration with Pastoral Care Associate), and weddings (in collaboration with Wedding Director)
- * Work with Adult Choir Director and Parish Youth Choir Director on recruitment, music selection for choral pieces & scheduling
- * Recruit, train & schedule all volunteer Cantors & Instrumentalists
- * Recruit & schedule all Paid Music Ministers (accompanists & instrumentalists)
Provide all necessary information regarding song selections & music resources
Request appropriate payment in timely manner
- * Plan all music for parish liturgies using appropriate planning resources

General Staff Responsibilities (include but are not restricted to):

- * Maintain fiscal responsibility by proposing, tracking and respecting the budget
- * Attend Staff Meetings
- * Report directly to the Pastor
- * Meet with Pastor on weekly basis (and/or as necessary) regarding scheduling & ritual concerns
- * Attend Diocesan Ministry days for enrichment and networking with others in the field of liturgy & music

Salary: Commensurate with experience

Send resume to: Rev. Warren Sazama, SJ
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