

## **Parish Liturgist and Musician St. Luke the Evangelist**

### **SUMMARY:**

The Liturgist and Musician is responsible for the planning, coordination, and execution of all liturgical celebrations and music ministry within the parish. This individual ensures that worship is reverent, theologically sound, and musically enriching, in accordance with the Roman Catholic tradition. The role includes oversight of volunteer liturgical ministers and musicians, with a special emphasis on forming choirs and fostering a spirit of collaboration and spiritual growth.

Availability to work evenings, weekends, and holy days as required.

### **ESSENTIAL RESPONSIBILITIES other duties may be required as directed:**

- Collaborate with the pastor to plan liturgical and para-liturgical celebrations throughout the liturgical year.
- Ensure that all liturgies reflect the norms and spirit of the Roman Catholic Church.
- Prepare worship aids, liturgical schedules, and seasonal planning documents.
- Select and prepare music appropriate to the liturgical season, scripture readings, and parish culture.
- Lead music during Masses, funerals, and other liturgical events.
- Direct choirs, cantors, and instrumentalists, ensuring musical excellence and spiritual engagement.
- Form, develop, and rehearse parish choirs for regular and special liturgical celebrations.
- Provide vocal and musical training to choir members to enhance their skills and confidence.
- Encourage spiritual formation and community among choir members.
- Maintain parish musical instruments and sound equipment.
- Actively recruit choir members from the parish community through announcements, personal invitations, bulletin notices, and parish events.
- Create a welcoming and inclusive environment that encourages participation from individuals of all ages and musical backgrounds.
- Establish youth, adult, and seasonal choirs as appropriate to the needs of the parish.
- Organize regular rehearsals and provide clear communication regarding schedules and expectations.
- Recruit, train, and schedule volunteer liturgical ministers, including lectors, altar servers, extraordinary ministers of Holy Communion, sacristans, and greeters.
- Train all volunteer ministers of the liturgy in accordance with Archdiocesan Office of Worship guidelines.
- Lead training sessions and workshops for liturgical volunteers.
- Maintain accurate records of volunteer participation and availability.
- Foster a welcoming and inclusive environment that encourages parishioners to serve in liturgical roles.
- Strong organizational, communication, and leadership skills.
- Ability to work collaboratively with clergy, staff, and volunteers.
- Must have strong organizational and communication skills, with the ability to lead and collaborate effectively with clergy, staff, and volunteers.
- Must be willing and able to work flexible hours, including evenings, weekends, and holy days of obligation.
- Must be committed to ongoing professional and spiritual development.

### **MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS REQUIRED:**

Must be a practicing Roman Catholic in good standing, with a deep understanding of Catholic liturgy, theology, and sacramental life. Must possess at least a Bachelor's degree in one of the following fields: Liturgical Studies, Sacred Music, Theology, Pastoral Ministry, Music Education or a closely related discipline

- Must have formal training in music, with proficiency in vocal performance and at least one accompanying instrument (organ, piano) highly preferred.
- Must have experience in choral direction, ensemble leadership, and liturgical music planning.

- Certification or training through the National Association of Pastoral Musicians (NPM) is strongly preferred.
- Completion of Archdiocesan Liturgical Minister Training or Music Ministry Formation Programs is required or must be completed within the first year of employment.
- Participation in continuing education workshops, retreats, and liturgical conferences is encouraged and may be required by the parish or diocese.

**How to Apply:**

- Interested candidates should submit a resume with a minimum hourly rate requirement to **businessmanager@stlukesatholic.com** with the subject line “Parish Liturgist and Musician.” Applications without an hourly rate requirement may not be considered. Please, no calls.