

SISTERS OF THE PRESENTATION

Job Description

Title: Liturgy-Music Coordinator
Position: Part-time
Department: House Administration
Responsible to: House Coordinator



Position Summary: The Liturgy-Music Coordinator is responsible for coordinating the liturgical celebrations for the Sisters of the Presentation, Dubuque, Iowa, in particular, the Mount Loretto community.

PASTORAL SKILLS

The Liturgy-Music Coordinator is a pastoral musician of service to the church at prayer. The coordinator is a minister, someone who shares faith, serves the community and expresses the love of God and neighbor through music and liturgy.

Pastoral skills include:

- the willingness to become familiar with the culture of religious life.
- the ability to interact with the Sisters of the Presentation, particularly the retirement community who reside at Mount Loretto.
- the ability to engage the community in the celebration of faith at worship.
- the ability to make pastoral adaptations appropriate to the sisters in the worshipping community.

MUSICAL SKILLS

The Liturgy-Music Coordinator has attained skills in applied music. These skills are ordinarily achieved through an undergraduate and/or graduate degree in music or by professional study in applied music.

Musical skills include:

- plays the organ or piano proficiently.
- understands the role of an accompanist; performs competently in this role for cantor and/or congregation.
- rehearses with cantors; encourages/assists musicians who play for daily Mass.
- understands the place of various musical elements used with the liturgy, including litanies, acclamations, psalmody and contemporary song form.
- possesses the sensitivity to select music that is appropriate for the worshipping community.

LITURGICAL SKILLS

The Liturgy-Music Coordinator has acquired basic information about the liturgy of the Roman Catholic Church and integrates this with musical skills so that the music component of worship can be celebrated.

Liturgical skills include:

- understands the requirements of:
 - the lectionary
 - the liturgical calendar
 - the Roman Missal
 - Sacramental Rites (Anointing of the Sick, Sacrament of Reconciliation; Religious profession ceremonies, Jubilee celebrations)
- comprehends the liturgical seasons, Sundays and great feasts of the Church year: Advent, Christmas, Lent, Triduum, Easter, Ordinary Time.
- prepares worship aids: (daily, monthly, seasonally).
- plans and prepares worship space environment.
- understands the Order of Christian Funerals.
- keeps informed: on-going professional reading; general liturgical guidelines; updates and directives from the Archdiocese of Dubuque and beyond.

ORGANIZATIONAL and COMMUNICATION SKILLS

The position of Liturgy-Music Coordinator implies the involvement of other people. Skills of organization and communication are vital for liturgical celebrations.

Organizational and communication skills include:

- arranges long and short-range planning of liturgical celebrations.
- coordinates overall liturgical ministries.
- communicates with chaplain, House Coordinator, Department Heads and members of the community.
- works collaboratively with others; a team-player.
- maintains liturgy and music files.
- maintains instruments (chapel piano and organ).
- evaluates seasonal liturgical celebrations.
- possesses proficiency in computer skills.
- prepares proposed budget; administers budget responsibly.

QUALIFICATIONS:

- Bachelor’s degree in liturgical studies and/or music or equivalent education and experience
- Fundamental theology, scripture, Catholic liturgy and liturgy preparation

PHYSICAL EXERTION:

- Seasonal environment demands physical strength; lifting and moving

EXEMPLIFIES:

- Willingness to participate in the mission of the Sisters of the Presentation
- Willingness to implement organizational and departmental goals and policies
- Willingness to present a caring, cheerful behavior.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be a total and complete list of responsibilities, duties and skills required for this position. The language of the job description is not intended to create, nor is it intended to be interpreted as a contract between the employer and employee.

I have read, understand, and accept the duties of the job description. I have received a copy of this job description.

Name

Date