

POSITION DESCRIPTION

Title Director of Liturgical Music
Report to: Rector
Status: Part-time

Primary Functions of Position

The Director of Music enriches the praise and worship for Liturgical celebrations by encouraging full, active, and conscious participation. In partnership with the Seminary formation faculty, the director is responsible for the planning, coordination, development, and leadership of all the music for Liturgical celebrations. Music is integral to the Liturgy and must be well-prepared, uplifting, and conducive to prayer.

Major Areas of Responsibility

- Coordinate music planning for all liturgical celebrations, e.g., Eucharist and Liturgy of the Hours, Eucharistic holy hours during the academic year.
- Provide musical accompaniment for Liturgical celebrations.
- Encourage singing for all Liturgies.
- Supervise the teaching, scheduling and training of cantors
- Lead and conduct periodic practicums for musical chants of the Liturgy.
- Work closely and collaborate with the shared common repertoire of liturgical music set out for use in the Diocese of London.
- Keep the music library orderly and current with repertoire and hymn books.
- Prohibit the use of photocopied music and ensure copyright rules are followed.
- Oversee the maintenance of all musical instruments, e.g. organ and piano
- Attend Liturgical meetings as required.
- Submit a yearly music budget and report all expenses to the financial administrator

Qualifications

- Bachelor of Music Degree or equivalent; RCM ARCT, Gr. 10 piano, organ or equivalent.
- Evidence of formal liturgical training and experience.
- Active member of the Roman Catholic Church, or a person with beliefs and philosophy which are compatible with the Mission of the Church.
- Proficiency in leading the assembly in song and developing vocal techniques.
- Previous successful experience in a comparable position.
- A working knowledge of the organ, piano, and guitar.
- Personal qualities of good organization, reliability, responsibility, teamwork, collaboration, positive attitude and the ability to work effectively with people.

Hours of work: An average of 15-20 hours per week