



ST • THOMAS  
THE APOSTLE

SEEKING A  
DIRECTOR OF LITURGY AND MUSIC

Saint Thomas the Apostle is a vibrant, growing Catholic community of inclusion located in the Linden Hills neighborhood of southwest Minneapolis. The parish has had a long commitment to liturgy as the “work of the people,” summoning the full, active, and conscious participation of the congregation assembled for worship.

The parish’s dedication to quality liturgy and music is made incarnate by its substantial commitment of time, talent and treasure to this ministry that is central to our identity as Catholics. Our recently-retired Director of Liturgy and Music enjoyed this supportive environment for 32 years; we hope to find a similarly committed candidate to lead the liturgical life of the parish into the future.

The ideal candidate will be a practicing Catholic with education and extensive experience in directing both liturgy *and* music, able to competently fulfill the many responsibilities listed below. The respectful, collaborative environment created by our pastor and parish staff will support a qualified colleague who is self-directed and makes prudential judgments informed by Scripture, Catholic Tradition, musical expertise, and pastoral circumstances.

Saint Thomas the Apostle is able to provide a competitive salary commensurate with experience as well as generous vacation and insurance benefits.

<b>POSITION TITLE:</b>	<b>Director of Liturgy &amp; Music</b>
<b>REPORTS TO:</b>	Pastor, Pastoral Administrator
<b>DIRECT REPORTS:</b>	Accompanist
<b>PROVIDES WORK DIRECTION TO:</b>	Presiders, Accompanist, Liturgical and Music volunteers, Maintenance staff as needed
<b>RECEIVES WORK DIRECTION FROM:</b>	Pastor, Pastoral Administrator
<b>FLSA: EXEMPT/PROFESSIONAL</b>	Full Time-40 Hours per week

Applications, including a cover letter, resume, and references should be sent **before May 22, 2022** to our Pastoral Administrator, Barbara Staats, [bstaats@stthomasmpls.org](mailto:bstaats@stthomasmpls.org)

*continued next page* →



## REPRESENTATIVE RESPONSIBILITIES

### **Preparation for Worship/Music**

- Select, arrange, and prepare liturgical music
  - provide music and/or prepare folders for musicians
- Rehearse one's own musical role in liturgy
- Practice regularly to maintain and improve one's own musical skills
- Assess interest and support for a children's choir (2nd grade-8th grade)
  - form, rehearse, and direct that choir if appropriate
- Rehearse the Parish Choir
  - once a week from Labor Day through Pentecost
- Audition, train, and rehearse volunteer and paid cantors as needed
- Rehearse volunteer and paid instrumentalists as needed
- Plan and assist with music for funerals, weddings and other liturgical celebrations as needed

### **Implementation of Worship/Music**

- Recognize and uphold the primacy of the assembly voice in worship
- Accompany or cantor at designated Masses
- Direct Parish Choir at Mass once a week from Labor Day through Pentecost
- Check in with and supervise volunteer and paid cantors and instrumentalists at Masses
- Oversee/do set-up and clean-up of music/music equipment for rehearsals and Masses

### **Organization/Maintenance of Music Ministries**

- Schedule volunteer and paid musicians
- Contract paid musicians
- Maintain parish musical instruments, equipment, and sound system
- Maintain all music and octavo files; keep updated inventory of music

### **Preparation of Worship/Liturgy**

- Meet monthly with Liturgy Commission
- Train/oversee training and scheduling of liturgical ministers
  - Lectors, Eucharistic ministers, greeters, ushers, servers, gift bearers, linen care/laundry team, sacristans
- Empower others to move into these roles of leadership in recruiting and training.
- Compose, adapt, and update liturgical texts
  - Prayers of the Faithful, announcements, presider scripts
- Prepare, lay out, print/oversee the preparing, lay out, printing of weekly worship programs
- Coordinate with, provide music, names, graphics as needed to coordinator of live-stream Mass
- Coordinate, and oversee the implementation of liturgical seasonal decorations as well as permanent worship environment
- Order needed decorations/environment pieces (flowers, trees, lights, wreaths, candles, cloth, banners, etc.)

*continued next page* →



### **Implementation of Worship/Liturgy**

- Provide or oversee the check-in and provision of day-of instructions as needed with liturgical ministers before Mass
- Provide texts of prayers, announcements, etc. to presiders and lectors

### **Organization/Maintenance/Administration of Liturgical Ministries**

- Maintain liturgical script files and computer files
- Oversee the maintenance of all liturgical vessels and other items used during/for liturgy
- Order all liturgical supplies (hosts, wine, purificators, lighters, wicks, incense, etc.)
- Have working knowledge of Microsoft Office, Finale, InDesign, Ministry Scheduling Pro
- Ensure compliance with and maintain all applicable copyright and licensing laws
- Manage the worship budget and the compensation of paid musicians.

*The responsibilities listed above are representative of the position and are not all-inclusive.*

## **GENERAL RESPONSIBILITIES**

- Meet monthly with parish staff for the work of implementing the mission and vision of the parish.
- Recognize the rhythms of the job and liturgical year to necessitate flexibility and variance in time spent on the job throughout the year, and possible variance of tasks assigned by the pastor.
- Serve as a liturgical consultant to the pastor, visiting presiders, parish staff, school staff, and parishioners when needed.
- Uphold and guide the assembly toward an understanding of their full, conscious, and active participation in the liturgy, *leitourgia*, the work of the people.
- Continue to grow in knowledge of the Church and the Church's prayer, keeping current with teachings, documents, and developments in music and liturgy.
  - Maintain membership in professional organizations locally and nationally
  - Attend conferences, workshops, classes in the fields of pastoral liturgy and liturgical music
- This person, as an active Catholic, is a witness to a life of integrity, of charity, of faith, of hope, and of love of God and neighbor.

Employment in and by the church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal.

Church of St. Thomas the Apostle

2914 West 44th Street • Minneapolis, MN 55410 • 612-922-0041 • [www.stthomasmpls.org](http://www.stthomasmpls.org)

A CATHOLIC COMMUNITY OF INCLUSION