

## Director of Liturgy and Music

### Full Time, Exempt

The Director of Liturgy and Music plans and coordinates all liturgical services as well as accompanies liturgies on piano or organ to celebrate and strengthen the faith journey of the IHM Sisters.

#### **Responsibilities:**

- Planning and coordinating all liturgical services which celebrate and strengthen the faith journey of the IHM Sisters.
- Collaborating with clergy, sacristan, ministry leaders, volunteers, and musicians to complete the plan of action for liturgies and music.
- Overseeing the operation, maintenance and repair of chapel instruments including pianos, organ, harpsichord, and various percussion.
- Leading and providing administrative support for the Liturgy Committee.
- Assures Art and Environment ambiance for the chapel is planned and created for liturgical seasons and feasts.
- Accompanies liturgies on piano or organ and teaches the congregation music that will enhance communal prayer.
- Maintains appropriate copyrights for music usage, maintaining needed records and renewals.
- Participates in rehearsals and celebration of worship events as appropriate including but not exclusive of weekday and Sunday Eucharist, Liturgy of the Word, Liturgy of the Hours, IHM community feasts, Jubilee liturgy, funerals, reconciliation services and stations of the cross.
- Serves on the Chapel Concert Committee and facilitates logistics for the concerts.

#### **Qualifications:**

- Degree in liturgy and/or music is preferred; a bachelor's degree in an appropriate field is required.
- Recent training and current education in liturgical music.
- Working knowledge of the Liturgical Documents of Vatican II, the Rites of the Roman Catholic Church and contemporary resources in worship and ritual practice.
- Ability to learn, understand and support the IHM Mission and values.
- Demonstrated experience leading and directing the liturgical program of a faith community preferably of a vowed religious community but not required.
- Strong understanding of Roman Catholic ritual and other faith traditions.
- Proficiency in keyboard accompaniment (piano and organ), vocal performance, choral direction, and musical instrument ensembles.
- Ability to lead sung prayer and serve the community through the ministry of music.
- Strong interpersonal and pastoral skills and the ability to work collaboratively and maintain confidentiality.
- Openness to a variety of prayer styles to meet diverse spiritual needs.

**To Apply:** Submit cover letter with salary expectations and resume to the

[mmcgowan@ihmsisters.org](mailto:mmcgowan@ihmsisters.org)

SSIHM supports workforce diversity