

St. Gabriel Catholic Church: JOB OPENING

Position: Director of Worship

Job Classification: Full-time, exempt

Reporting to: Pastor

To apply:

Interested candidates should submit their cover letter, resume and a short video (link preferred). The video should include an introduction by the candidate and examples of relevant worship experience. This should include playing an instrument and singing. Multiple videos are permitted. Please submit to Andy Albritton at aalbritton@stgabrielchurch.org.

Parish Overview

St. Gabriel Catholic Church is communally pursuing a mission and vision that focuses on actively responding to the Great Commission as we continually pursue a path to authentically encounter Christ. Our prayer to the Holy Spirit is that the Spirit work among us, resounding a call to intentional discipleship that will continually transform each parishioner, ministry, parish staff and clergy member, program or visitor that it touches.

As a member of the Pastoral Leadership Team (PLT) our collaborative work setting fosters a trust-based environment, where respectful conflict is encouraged, resulting in open dialogue, constructive feedback and healthy accountability to ensure the best possible outcomes as a team and as a parish. Prayer is the common thread that binds all of our aspirations and our shared work together.

We are looking for engaged disciples that have a relationship with Christ who are open to the Holy Spirit working within them. We reward thinking outside the box when it comes to parish life and are not scared of attempting to achieve still greater things through exploring innovative ideas as the Spirit prompts. We are resolutely open to change as we commit ourselves and one another to team-style leadership where our motivating factor is adhering to the will of our Father as modeled by the servant leadership of the Lord Jesus. We are looking to add members to our leadership teams who will embrace this vision and as such are actively searching for a Director of Worship (DoW) who will wholeheartedly adhere to and beckon others to follow Christ's call of discipleship.

Position Summary

As part of the Pastor's Leadership Team, The DoW oversees worship, music and liturgy to continually enhance the quality of our community's worship life.

- Translates our intentional focus on discipleship and the need for everyone to encounter Christ within liturgical and worship offerings that boast well-planned and celebrated sacraments and lively, inspiring music;

- Collaborates with the Hispanic Music Ministry Leader and choir who provide music for our Sunday Mass in Spanish;
- Recruits, oversees, forms, and empowers volunteer leaders in all areas of liturgical and musical ministry;
- Directly supervises the Spanish Worship Leader and the Audio Visual Production Coordinator.

Essential Responsibilities

1. Liturgy

- a. Develops and directs annual liturgical calendar, plans liturgical seasons and coordinates sacramental celebrations in consultation with pastor, clergy and staff.
- b. Directs everyone involved with liturgical ministries including ministry leaders such as: Art and Environment, Lectors, Extraordinary ministers of Holy Communion, Altar Servers, Musicians, leaders of Adoration, Sacristans, Ushers, Greeters and other Hospitality Ministries.
- c. Develops and manages expenditures of the liturgy and music budget in consultation with Pastor, Business Manager and Finance Council.
- d. Regularly evaluates the quality of worship celebrations and liturgical ministries through various means with a particular role of support and guidance.
- e. Procures sacred vessels and materials, etc.
- f. Supports directives from pastor and the Diocese.
- g. Works in collaboration with the Pastor and Business Manager when hiring new, or terminating and replacing paid positions that directly report to the DoW.
- h. Oversees fulfillment of duties in job descriptions by all paid members of the liturgical ministries. Regularly meets with those on the supervisory list (above) and annually provides job performance evaluations.

2. Administrative duties and music support

- a. Participates as an active member of the Pastor's Leadership Team and faithfully cascades messages from this body back to direct reports as well as to members of the Leadership Teams to insure and maintain clear channels of communication.
- b. Builds repertoire that boasts blended musical styles with the hope of building a unified weekend mass experience regardless of which Mass parishioners attend.
- c. Trains, rehearses, and directs all ensembles/choirs while providing a supervisory presence among the Hispanic ensemble. There is the expectation of (at least) one weeknight rehearsal in which music ministers at the vigil and the Sunday ensembles come together to be prepared to lead weekend worship.
- d. Directly accompanies/leads worship for four weekend Masses as well as regular parish liturgical celebrations such as penance services, parish missions, etc.
- e. Builds, trains, and equips a team of worship leaders to provide Praise and Worship-style music for additional Masses or worship experiences as directed by the Pastor.
- f. Provides support for weddings by being available to meet with couples or families to plan liturgy and music and give guidance to outside musicians or clergy.
- g. Provides support for funerals, making certain that the families' needs have been met in the planning of the liturgy and music.

- h. Oversees the coordination and continual functioning Eucharistic Adoration in collaboration with volunteer leadership.
- i. Develops and coordinates bilingual and multicultural celebrations.
- j. Contracts with professional musicians as needed.

3. Ministry Formation and Leadership Requirements

- a. Provides annual opportunities for engaging liturgical formation to inspire, motivate, and encourage continued personal growth among parishioners called to ministries of worship and music.
- b. Encourages all ministry leaders of music and liturgy to participate in programs, workshops and experiences that promote continual spiritual and professional growth and renewal.
- c. Aided by the Admin department, maintains a database of those who have completed Virtus, required background checks, and registration with the Diocese of Charlotte for ministries such as Extraordinary Ministers of Holy Communion.

Qualifications

- 1. Experience as a music director and/or liturgist in previous parish. Must be a practicing Catholic in good standing, modeling a life adhering to the teachings of the Catholic Church, and willing to participate in the parish life at St. Gabriel Church.
- 2. Education and Training: at minimum, an undergraduate degree preferably in music and a high level of proficiency in piano (other accompanying instruments considered) and vocal performance. Master's Degree is preferred, but extensive relevant experience will be considered.
- 3. Skills, Knowledge & Abilities
 - a. Understanding of Catholic liturgy and liturgical ministries.
 - b. Interpersonal communication, collaborative ministry, and public speaking.
 - c. Has experience in effective leadership in a multi-cultural parish or ministry setting.
 - d. Basic computer skills such as: MS office, and a willingness to master programs such as Pro-Presenter, Planning Center Online, as well as ministry scheduler programs.
 - e. Working knowledge and understanding of Audio/Visual equipment.
 - f. Eagerness to pursue continuing education opportunities within the scope of music, liturgy and parish ministry.
- a. Ability to honor and maintain a high level of confidentiality.
- b. Able to actively engage in pastoral leadership within a collaborative, leadership team setting.
- c. Possesses a pastoral and welcoming manner and attitude as befits the remarkably warm and hospitable charism that characterizes the St. Gabriel parish community.