**DIRECTOR OF LITURGY & MUSIC**

**The Church of St. Mary, Alexandria, MN**, is seeking a Director of Liturgy & Music.

**About Us:**

St. Mary’s, located in Alexandria, MN, and is one of the largest parishes in the St. Cloud Diocese with 2100 families and a growing K-6 school with 280 students. Alexandria is one of the fastest growing micropolitan communities in the country with an innovative school district and a diverse economic base. We are located in the heart of Minnesota’s Lakes Area with convenient interstate access to the Twin Cities.

Our parish strives to be extraordinary in what we do and a leader in our diocese. We strive to live a Stewardship Way of Life which allows us to offer a fair, just, and market competitive compensation package to our employees. We value the importance of work/life balance and offer a progressive work environment, and a supportive and welcoming community.

**Classification, Compensation and Benefits:**

This is an exempt, full-time position. Work hours/days are subject to the demands of the position and will include weekends and evenings based on church events. We offer competitive wages and eligible benefits for this position including, pension, paid vacation, holiday and sick leave, health insurance, HSA, LTD, life insurance, pension and 403(b) employer match and various voluntary supplemental insurances and other benefits that support the total well-being of you and your family. While work is expected to be completed in the office, we offer flexibility to accommodate personal and family commitments.

**Role Overview:**

The Director of Liturgy & Music reports to the Pastor with indirect reporting also to the Business Administrator. Primary objective is to provide professional leadership in liturgy and music for the parish community and greater Come to the Water Area Catholic Community (Alexandria, Osakis, Carlos).

We are seeking an individual who will help to honor the identities of our parishes while at the same time stretching us to new heights of possibilities that serve the people of our Area Catholic Community today, and into the future.

**Job Duties:**

1. Lead strategic planning, implementation, and ongoing review of liturgy & music.
2. Work with Pastor and Music Coordinator to plan, coordinate, and evaluate liturgies for weekly, seasonal, and special services.
3. Collaborate with Music Coordinator to plan music for Sundays, Holy Days and other prayer services.
4. Play, conduct, and/or accompany at liturgies, services, rehearsals, and other events.
5. Responsible for the supervision, development, and evaluation of Liturgy & Music Department staff.
6. Provide leadership for Liturgy Committee liaisons to oversee liturgical ministers.
7. Recruit and train liturgical ministers.
8. Collaborate with the Music Coordinator to recruit and train musicians.
9. Schedule liturgical ministers.
10. Provide consultation and musical resources for families for wedding and funeral liturgies.
11. Collaborate with Music Coordinator with music repertoire selection and procurement of new music.
12. Provide ongoing liturgical formation of parishioners through educational opportunities and various communications.
13. Collaborate with Music Coordinator to serve as a resource for concerts, festivals, workshops, & other events hosted by St. Mary’s.
14. Participate on Staff Leadership Team.
15. Prepare, submit, and monitor an annual budget for areas of responsibility.
16. Maintain quality and productivity at highest levels.
17. Able to work within a team.
18. Follow safety and good housekeeping practices.
19. Perform other related duties as assigned.

**Education and Experience:**

* Degree in liturgy, music, or related field.
* Familiarity with history of liturgy & music in the Church.
* Parish ministry experience.
* Proficiency in keyboard, vocal and conducting skills.
* Experience playing as accompanist during Mass.

**Essential Job Functions:**

* Live in accordance with Catholic morals and principles.
* Excellent written and verbal communication skills.
* Good organizational skills; time management, delegation, long-range planning.
* Regular and consistent attendance.
* Ability to maintain confidentiality and professional demeanor in all situations.
* Maintain professional competence through continuing education & faith formation.
* Ability to work well with people of all ages.

**Other Information:**

* St. Mary’s values using a mix of various music styles spanning traditional to contemporary.
* St. Mary’s currently has an active adult choir, youth choir, teen choir, and several talented cantors, accompanists, and instrumentalists. St. Mary’s would hope to resurrect the handbell choir.
* St. Mary’s available instruments include:
  + Samek and Pramberger grand pianos in the church space
  + Baldwin grand piano in the Great Hall
  + 4-manual Baldwin digital organ in the church
  + Full set of handbells

**How to Apply:**

**Interested candidates should submit a resume, cover letter and an application, available on our website** [**www.stmaryalexandria.org**](http://www.stmaryalexandria.org)**,** to Todd Wentworth, Business Administrator, at [twentworth@stmaryalexandria.org](mailto:twentworth@stmaryalexandria.org)

We welcome general inquiries prior to an application. Feel free to email Todd Wentworth.

We will accept applications until the position is filled.