

St. Thomas More Newman Center & Parish
Assistant Director of Music & Liturgy

About St. Thomas More Newman Center: The St. Thomas More Newman Center was founded in December 1963. We are a university parish of more than 650 families and over 1,000 students. We serve the Columbia community as well as the collegiate campuses of the University of Missouri-Columbia, Stephen's College, and Columbia College. The Newman Center is a campus ministry parish comprised of those affiliated with the academic community and Columbia area residents. We challenge and console each other within a welcoming environment of dynamic worship, fellowship, hospitality and witnessing to Gospel values. We seek to know God's will through Eucharist, prayer, scripture and teaching. Through the Holy Spirit, we are refreshed and become empowered to minister and serve.

Employment Classification: Full time, exempt. Evening, weekend, and holiday hours required.

Accountable to: Director of Music & Liturgy

Salary: Commensurate with experience

Start Date: January 2020

Essential Functions:

- Music direction/support/recruitment at 5:00 PM Saturday Mass
- Substitute direct/play (piano) as needed at other weekend Mass times
(Sunday 9am, 11am, 5pm, 8pm)
- Vacation coverage in office as needed
- Attend Mass planning meetings (Monday evening)
- Attend staff meetings (Wednesday morning)
- Special liturgies (weddings, funerals, Confirmation, penance services, RCIA rites)
 - Assist with Mass on the Quad (August)
 - Liturgy staff coordinator for weddings and funerals
- Liturgical ministry training/scheduling
 - Assist with recruitment and retention of liturgical ministers
 - Train and schedule new and existing liturgical ministers
 - Assist with Cantor training
- Assist with planning and implementation of annual Liturgical Ministers Retreat
- Staff contact for intercession writers and liturgical ministers
- Co-direct and coordinate Alumni choir events (MU homecoming weekend, annually)
- Share duties for holy days/Christmas/Triduum
- Baptism liturgy preparation
- Oversight/coordination of Mass binders (Priest and Ambo)
- Upkeep of music library
- Assist in development/direction of children's ensembles

Essential Knowledge, Skills, and Abilities:

- Strong organizational and leadership skills with the ability to develop and execute short-term and long-term plans, direct and inspire others, and deal with change
- A knowledge of liturgical practices, especially of the Catholic Church, and an understanding of the *General Instruction of the Roman Missal*, *Sing to the Lord: Music in Divine Worship*, and other relevant documents and sacramental rites
- Experience in choral conducting
- Knowledge of and experience in performing a broad and diverse range of sacred music choral repertoire including chant, hymnody, and contemporary pieces. Appreciation of the breadth of repertoire and various styles that can be used in sacred worship.
- The ability to collaborate and work well with others, prioritize tasks, and manage time efficiently
- Strong interpersonal communications skills with the ability to observe, question, listen, give and accept feedback
- Functional keyboard skills, appropriate for a choral conductor. Ability to accompany an ensemble on piano and organ preferred.
- Functional understanding of and ability to direct ensembles with varying instrumentation (guitar, strings, wind, brass, percussion, organ, etc)
- Strong vocal ability in choral and solo singing as well as strong part singing skills.
- Excellent written/oral communication skills
- Ability to work in a multigenerational setting

Qualifications:

- Active Catholic
- Bachelor's degree (in music preferred) or equivalent relevant education and experience
- Experience working in a church and/or directing a choir is highly desirable

Application:

Interested applicants should send a letter of interest and resume with three references by November 8, 2019 to:

Kelley Burns, Director of Music & Liturgy
St. Thomas More Newman Center
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Columbia, MO 65201
Email: kelly.burns@comonewman.org