

St. John Henry Newman Parish
Assistant Director of Worship

About St. John Henry Newman Parish: St. John Henry Newman was founded in December 1963 as a personal parish, with the “persons” defined as students, faculty, staff of the University and two Colleges as well as their dependents, plus anyone else who registers. We are a University Parish of more than 800 families and over 1,000 students. We serve the Columbia community as well as the collegiate campuses of the University of Missouri-Columbia, Stephens College, and Columbia College. We are a full Parish with Campus Ministry as our primary apostolate. We proclaim the Gospel with its challenges and consolations to each other and to the world, and strive to be a community with dynamic worship, fellowship, hospitality, and Gospel values. 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: Pastor and Director of Worship

Salary: Commensurate with experience

Start Date: Open until filled

Essential Functions:

- Help with music direction and recruitment for all weekend Masses.
- Direct/play (piano or organ)/cantor as needed at weekend Masses.
- Attend staff meetings as scheduled and assist with scheduling liturgies on church calendar.
- Special liturgies (Confirmation, penance services, OCIA rites, Mass on the Quad, Baccalaureate Mass, Triduum, Holy Days, Alumni Choir, etc.)
- Recruit, teach and form college students in musical skills and liturgical spirituality.
- Oversight/coordination of Mass binders (Priest and Ambo)
- Upkeep of music library.
- Retreat music support for Campus Ministry Awakenings retreats.
- Seasonal planning and direction.
- Keeping up on ordering liturgical and musical supplies/tidying the sacristy.
- Soundboard training and oversight.

Work Towards:

- Recruit and train a children's choir for periodic singing at Mass.
- Recruit and train a men's choir.

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/praise and worship 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 required.
- 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.
- Experience with various music technology or the ability to quickly learn: Sibelius, soundboard technology.

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

Application:

Interested applicants should send a letter of interest, resume with three references and video recording of music leadership (during liturgy preferred but home recording is acceptable) to Fr. Dan Merz at frdan@comonewman.org