

Holy Family Parish

POSITION TITLE: PASTORAL ASSISTANT TO LITURGY

Date: June 16, 2023

Title of Supervisor: Pastor (Rev. César Vega-M)

POSITION PURPOSE:

The Pastoral Assistant to Liturgy is responsible for providing Liturgical music of the highest quality and aesthetic value. The Pastoral Assistant to Liturgy is responsible for guiding, developing, implementing, supporting, and evaluating music programming that supports the spiritual life of the parish and by extension, the greater Diocese of Yakima, and leads the faithful to full conscious, and active participation in the liturgical celebrations.

PRINCIPAL DUTIES:

- a. Works collaboratively with Pastor and other members of the staff, integrating his/her own area of responsibility and expertise with the overall parish endeavor.
- b. Acts as overall director of music ministries.
- c. Prepares, provides, and directs music for Parish liturgies: Masses, Vespers, Weddings, funerals, Quinceañeras etc.
- d. As available to advise/assist other musicians (Youth/Resurrection)
- e. Provides music for diocesan liturgies, including Ordinations, etc. (When held at Holy Family)

OTHER SPECIFIC DUTIES:

- a. Schedules and prepares cantors for all liturgies.
- b. Rehearses and directs the Bilingual and Main Choir on a regular basis.
- c. Coordinates, schedules, and rehearses instrumentalists for major feasts and special liturgies.
- d. Selects and/or creates all materials to be used by the assembly at liturgy, including hymnals, seasonal worship programs, Holy Week booklet, etc.
- e. Oversees the care and maintenance of all musical instruments, including the pipe organs and pianos.
- f. Maintains choral and instrumental music library.
- g. Provides ongoing formation for those involved in music ministry.
- h. Prepares and maintains the music program budget.
- i. Works collaboratively with the pastoral and finance councils to minister to the parish community in the areas of liturgy and music.

WORK SCHEDULE

Due to the nature of the requirements of this position, hours may vary. The exact schedule is determined in accordance with the necessary planning and execution of liturgical events/ceremonies. It is the attendance standard of the Diocese of Yakima for all employees be present and on time each work period that they are scheduled to work. Full or partial absence during any scheduled work period, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or another personal emergency.

SALARY

\$50,000 – \$60,000

QUALIFICATIONS**Necessary Skills:**

- a. Ability to organize and conduct multiple competing priorities.
- b. Ability to communicate clearly and effectively orally and in writing with diverse populations.
- c. Ability to accomplish projects with little supervision.
- d. Self-starter and creative problem solver.
- e. Able to cooperatively work with other office staff.

Special Skills:

- a. Must be a fully initiated and practicing Catholic, able to participate in the full sacramental life of the Church, with a commitment to his/her faith life, and the ability to express the love of God and neighbor through music.
- b. Demonstrates knowledge and understanding of the liturgy of the Catholic Church and the place of the various musical elements used with the liturgy.
- c. Knowledge and understanding of the requirements of the lectionary, the liturgical calendar, the *Roman Missal*, sacramental rites, as well as other Church documents relating to sacred music and the liturgy.
- d. Proven skills in applied music as they pertain to organ performance and choral conducting.
- e. Able to handle difficult people and stressful situations in a calm and respectful manner.
- f. Be detail oriented and meet strict weekly/monthly/annual timelines.
- g. Maintain excellent organizational skills and ability to manage multiple tasks at the same time.
- h. Bachelor's degree in Music or equivalent degree and experience; Master's degree preferred.
- i. Proficiency in Spanish culture and/language: a definite plus.
- j. Ability to successfully complete a criminal history and background.
- k. Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges: email and web searches.

ACKNOWLEDGEMENT

THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND / OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. HOLY FAMILY PARISH OF THE DIOCESE OF YAKIMA RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS "AT WILL" AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR HOLY FAMILY PARISH WITH OR WITHOUT CAUSE OR NOTICE.

Signature of Employee

Date

Signature of Pastor

Date