Saint Michael’s College
Job Description

Job Title:  Associate Director of Edmundite Campus Ministry for Liturgical Music

Department:  Edmundite Campus Ministry

Supervisor or Manager:  Director of Edmundite Campus Ministry

Date Created:  02/28/05  Last Revised:  02/28/05  FLSA Status:  E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Liturgical music is provided for Sunday liturgies, feast days, funerals, memorial services, weddings, and any other liturgies linked to the academic calendar (Feast of St. Michael, Feast of St. Edmund, Golden Knights mass, Orientation mass, Graduation liturgy, etc.)
- The responsibilities of Liturgy Team Chair are fulfilled such as recruiting for, leading and maintaining the Liturgy Team, seasonal preparations and methodology for Advent and Lent
- Sound system is maintained and mixed for all chapel events
- Spiritual direction is provided for choir, rhythm section, and individual students who may or may not be members of Liturgy Team or ensemble
- Pastoral presence is available to faculty, staff, students, and off-campus members of the 11am worship community

Essential Duties and Responsibilities:
- Initiates, selects, directs and maintains two liturgical choirs and two instrumental ensembles for 11am and 8pm worship
- Composes and arranges music specifically for above groups
- Uses Scriptural exegesis, regarding song selection and plans, for a consistent and thorough liturgical music program
- Maintains personal proficiency skills on main instrument, vocal techniques, composition, arranging, and transposition
- Sets up, mixes and maintains Chapel sound system
- Selects, leads and maintains Liturgy Team and Seasonal Preparation Team as per methodology borrowed from Catholic Theological Union, Chicago
- Provides spiritual direction and Theocentric conversation with students on an individual basis
- Continues professional development, especially regarding new liturgical norms as per the General Instruction of the Roman Missal of the Roman Catholic Church

Secondary Responsibilities:
- Reflects weekly on the scripture
- Conducts rehearsals with musicians on an individual basis
- Holds student services meetings, Commencement meetings and faculty/staff prayer engagements
- Organizes annual tour for liturgical ensemble and choir (combined groups)
- Initiates and maintains volunteer musicians for ministry at St. Anne’s Shrine, Isle LaMotte
- Creates, manages and maintains schedule of musicians at St. Anne’s Shrine
- Interfaces and integrates visiting musicians (e.g. Royal Hartigan) regarding the liturgy
- Hosts liturgical choir dinners and mini-retreats to build community
- Provides liturgical and Para-liturgical music for retreats as needed
- Performs various duties as assigned by the Director

Positions Supervised:
- Approximately 50 volunteer musicians
- Approximately 10 volunteers for Liturgy Team (faculty/staff/students/off campus members)
Major Contacts:
- Students attending liturgy, choir/ensemble members
- Off-campus members of the wider worshipping community attending liturgy
- Faculty, staff and students in Liturgy Team/Seasonal Preparation Team
- Edmundite Fathers and Brothers
- Student Life office
- President’s office
- Alumni office
- Faculty meeting
- Students, alumni, and family for special events in the Chapel
- Confirmation recipients for Diocese
- Pastor of Holy Family/St. Lawrence parishes
- CFO of St. Anne’s shrine
- Advance Music personnel (Chapel sound system support and installation)
- Fine Arts department
- Media and sound system specialists
- Director of Graduate Theology

Demonstrates Excellence:
- Directs and forms an inspiring group of amateur volunteer musicians to lead sung prayer
- Has well-seasoned Scripture exegetical skills to integrate music and spirituality; song selection and scripture
- Establishes and maintains a strong working knowledge of Catholic Liturgy
- Is highly proficient on personal instrument as well as in vocal techniques and is motivated to maintain this level of excellence
- Stays continually motivated for self-education regarding new and existing liturgical norms
- Relates to others exceptionally well and works collaboratively with others as a team member

Education and Work Experience:
- Advanced degree such as Masters of Arts or Masters of Divinity in Catholic Theology
- Minimum of one year directing liturgical choir and ensemble with composition/arranging skills
- Minimum of one year professional performance

Analytic Skills:
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills:
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills:

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<th>Level</th>
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<tr>
<td>Microsoft Word</td>
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Licenses, Certifications and Other Requirements:
- None required
Physical Demands:
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Associate Director of Edmundite Campus Ministry for Liturgical Music, the employee is required to lift and/or move 51-100 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Flexibility to work irregular hours such as nights and weekends during academic year, particularly in the beginning of fall semester
• Availability for religious or other holidays (Christmas, Easter, Labor Day)
• Must be knowledgeable about the Catholic religion

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.