

Pastoral Associate for Music & Liturgy

Saint Paschal Baylon
5384 Wilson Mills Road
Highland Heights, Ohio 44143
(440) 442-3410 www.saintpaschal.com

COMMUNITY: Saint Paschal Baylon is a vibrant parish in the Diocese of Cleveland, with over 2500 families, 63 active ministries, 434 Day School students, and 285 PSR students. The Congregation of the Blessed Sacrament (SSS) administers the parish.

MISSION: The mission of the Pastoral Associate for Music and Liturgy is to promote excellence in worship and spiritual growth in the lives of the community of Saint Paschal Baylon, in the charism of the Blessed Sacrament Religious Order.

JOB DESCRIPTION:

- **Education:** A degree in music is preferred, with a strong knowledge of all aspects of Catholic liturgy. Training to keep informed of continuing changes to the liturgy will be required.
- **Staff:** Member of the pastoral staff, working with lay members, priests and deacons with sensitivity to their ministries as a religious order. Responsible for the music and liturgy budgets. Knowledge of computer music programs and word processing with ability to prepare worship aids.
- **Liturgies:** Plan, rehearse, and provide music for Sunday and Holyday Masses, missions, reconciliation, teen Mass, Taizé prayer, outdoor Masses and any other special liturgies and celebrations throughout the year.
- **Choirs:** Saint Paschal Baylon has five regular weekend liturgies (4:30pm Saturday, 8am, 10am, 12 and 7pm Sunday). These include an assortment of choirs (including children's and teens choirs) and ensembles. The pastoral associate for music and liturgy is responsible for the following: selecting, preparing, and teaching the music to the various choirs as well as directing responsibilities. Organizing, aiding and guiding all cantors and instrumentalists as well as recruiting additional choir members and instrumentalists.
- **RCIA & Sacraments:** Collaborate with music in sacramental preparation for RCIA, infant baptism, First Communion and confirmation.

- **PSR/Religious Education & Day School:** Plan and provide music for PSR night prayer service, Masses and other liturgies. Collaborate with the school music teacher and the *Schola Cantorum* to provide music for the weekly day school Mass and other liturgies.

- **Cantor:** Plan the cantor schedule. Serve as cantor and accompanist for various Masses, as needed. Provide substitutes when necessary.

- **Funerals & Weddings:** Sing and play piano for funerals, memorials, bereavement Mass, and assist in planning, creating worship aids and other needs. Contact substitutes when necessary. Guide couples in planning their wedding liturgy, create worship aids, and provide the music and musicians.

- **Liturgy Commission:** Participate in the liturgy commission meetings and collaborate with the leaders of all the liturgical ministries. Maintain music and liturgy library, equipment, and other resources.

- **Information:**
 - ✓ Virtus Certified
 - ✓ Drug free workplace
 - ✓ Background check
 - ✓ 90 day probationary period
 - ✓ Non-discrimination
 - ✓ References

Please direct inquiries to:
Rev. John Christman, SSS, Search Committee Chairman,
jchristman@blessedsacrament.com, 440-442-3410. Ext. 110

Posted: April 13, 2017
The Beginning of the Sacred Triduum

