



DOMINICAN SISTERS
OF SPRINGFIELD, ILLINOIS

FOR THE LIFE OF THE WORLD

Sacred Heart Convent • Liturgy and Music Department
Job Description

Position: Music Minister and Liturgist

Purpose: To provide quality musical experiences which enhance the daily worship and prayer life of the Springfield Dominicans throughout the liturgical year.

Education:

- Preferred: a bachelor's degree or certificate in liturgy or theology
- Music proficiency to support the following responsibilities.

Responsibilities:

- Prepare weekday and Sunday liturgies according to the Ecclesial and Dominican Order's Liturgical Calendar and Vatican II's *Constitution on the Liturgy* and the *General Instruction of the Roman Missal* with pastoral sensibilities
- Provide keyboard accompaniment (piano and organ) for liturgical and devotional prayer and ritual, particularly daily Mass, Morning and Evening Prayer, and funerals.
- Offer educational opportunities for the sisters to deepen their understanding and experience of liturgy
- Collaborate with a liturgy committee in the development of schedules for liturgical ministers, liturgical environment, worship aids, etc.
- Stay up-to-date on liturgical practices, resources, policies, and copyright laws.
- Participate in personal and professional development opportunities
- Prepare an annual budget

Skills

- Managerial: organizational, technological, written and oral communication skills, comfortable with flexible work days and hours, able to multi-task and collaborate with others on projects.
- Personal: understands the culture of religious life and the Dominican charism, able to motivate and lead liturgical and administrative volunteers, is a trained or experienced choir director, has keyboard skills on piano and organ, maintains confidentiality of sensitive information, is able to climb stairs.

Compensation:

- Full-time job
- Benefits: Medical, Dental, Vision, Life, Pension, 403(b), Employee Assistance Program, PTO

Application materials

- Resume
- Letter of interest

A more detailed job description is available on request.