

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Part-time Director of Liturgy and Music**

**Date:** 7/08/2021

**Location:** Mankato, MN

**Department:** Liturgy Services

**General Summary:**

The Director of Liturgy and Music is responsible for facilitating the worship life of the community by coordinating and providing quality liturgical and musical experiences, which celebrate and strengthen the community's journey of faith.

**Essential Duties and Responsibilities:**

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Prepare Sunday, Holy Days, and funeral liturgies and worship aids
- Communicate regularly with celebrants, SSND liturgical ministers
- Provide communal anointing and reconciliation celebrations
- Coordinates schedule of liturgical ministers
- Practice with and direct campus choir, handbells, ensemble
- Coordinate liturgies with appropriate chapel environment
- Provide piano and organ accompaniment for Sunday, Holy Days and funeral liturgies
- Work with Liturgy Resource Group
- Monitor the liturgical budget as provided
- Perform other duties as requested
- Follows Safety procedures
- Attends workshop, in-services and campus employee meetings as required.

**Qualifications, Education and Experience:**

- Bachelor's degree with some application to liturgy and music or equivalent
- At least two to three or more years' experience in coordinating liturgy and music preferred
- At least two to three or more years' experience as organist and choir director preferred
- Experience with ensembles and other instruments
- Experience with handbell choirs (optional)
- Knowledge of, or openness to learning Catholic rites and rituals, liturgical music, art, and environment.
- Proficiency and experience in preparing and coordinating liturgies
- Organ, piano, and vocal skills
- Knowledge of instrument ensembles (guitar, bass, flute, etc.) and handbells (Optional)
- Openness to a variety of liturgical and musical styles

- Administrative, budgeting, computer, and communication skills
- Skills in creativity, initiative, empowerment and collaboration
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**Job Type:** Part-time, 24 hours per week

**Benefit Eligible:** 403b retirement benefits, paid-time-off and paid holidays.

**If you are interested in this position, please send cover letter and resume to [bduchene@ssndcp.org](mailto:bduchene@ssndcp.org)**

**Application Deadline: August 8, 2021**

**If you have any questions, contact:  
Beth DuChene, Human Resources  
Phone Number: (507) 389-4284**