



The Catholic Center at UGA is a diverse and welcoming community situated in Athens, Georgia. We host students, faculty, and staff of the University, as well as 700 registered families from the local area.

We are currently seeking a candidate for the full-time position of Director of Music and Liturgy to work 40 hours per week. Benefits included.

Qualifications:

- Candidate is an active member of a Roman Catholic faith community.
- Candidate expresses a desire to work with students, faculty, staff and community members.
- Exhibits creativity and demonstrates a passion and enthusiasm for ministry.
- Willingness to be a part of the pastoral team.
- Strong understanding of Catholic liturgy.
- Experience with traditional, contemporary, and Praise and Worship music.
- Has a passion for ministry.
- Degree in Liturgy or Music (or equivalent) and 2+ years of experience in Catholic liturgy OR 5+ years of experience with at least two letters of reference.
- Proficiency in piano and voice is a requirement. Guitar and organ welcomed.

Liturgy:

- Plan weekend liturgies in collaboration with priests.
- Current Mass Times: 8:00 & 10:30 am, and 5:00 pm Sunday College Mass
- Supervise, schedule and hold training sessions for all Liturgical Ministers: lectors, extraordinary ministers, audio/video volunteers and Mass coordinators using the program Ministry Scheduler Pro.
- Manage live-stream and sound system in the church; includes managing weekly liturgy slides (announcements, lyrics, Mass parts)
- Funerals: Contact, meet and pastorally serve family of the deceased; be responsive to the family's further questions or requests during the funeral preparations process; schedule and plan liturgy for funeral; schedule and plan logistics in the chapel, reception services, burial accommodations if needed, and special requests from the family; prepare Order of Worship for all funerals; schedule and oversee funeral volunteers; assist in set up, clean up and tending to the families at funeral liturgies.

- Weddings: Contact and meet wedding couples; coordinate scheduling and liturgy planning process for all weddings; organize Order of Worship for weddings; oversee wedding volunteers. Wedding liturgies are additional stipends.
- The Wellspring Collective: Plan and rehearse music for Tuesday Seeking Water Adoration and Student Baccalaureate Masses for the fall and spring; meet with the Catholic Student Association (CSA) Student Director of Music for planning, scheduling, and formulating a vision for the Wellspring Collective; educate Student Music Director on the Catholic Liturgy.
- Serve as resource to the Vigil Music Ensemble Director.
- Coordinate celebrations with leaders of Religious Education.

Music:

- Coordinates all music for all weekend Masses and the following: Holy Days of Obligation, Advent, Christmas, Lent, Holy Triduum, Easter, etc. First Communion Masses, Confirmation Masses; Graduation Masses and other appointed times.
- Directs, schedules, and rehearses all ensembles, musicians, cantors, and instrumentalists.
- Oversees, assists with all student music endeavors.
- Recruit and coordinate volunteers or professional musicians for regular celebrations.
- Potentially recruit and coordinate special volunteer or professional musicians for Christmas and Holy Week/Easter celebrations (brass, strings, woodwinds, etc), as well as conduct rehearsals and arrange music for the musicians.
- Auditions/Reviews applications for the Wellspring Collective each semester.
- Lead morning masses as a cantor or instrumentalist as needed for all masses.
- Mix live sound during Sunday College Masses and Seeking Water as needed.
- Instruct both student and volunteer musicians how to care for the sound system.
- Oversee set-up and tear-down of sound equipment before and after rehearsals and weekend Masses.

Additional Duties:

- Collaborate with Priest in weekly meetings.
- Serve as a member of the Pastoral Staff.
- Attend staff meetings.
- Attend CSA meetings.
- Add a positive presence to Catholic Center staff.
- Plan Liturgy & Music budget.

All offers of employment are contingent upon a satisfactory background check. If interested, please submit resume, references, and audio/video links of music via email to the following emails: frbrian@ccatuga.org.