



LITURGY/MUSIC ASSOCIATE

Primary Goal and Purpose: To foster “full, conscious, and active participation” in the liturgy and the personal prayer life of the community; to instill a sense of service & stewardship in the Ministry.

Reports To: Center Director

Responsible for: none

Primary Areas of Responsibility:

- Coordinates with the Director in the preparation of the liturgies of the Center: Sunday and Holy Day masses, Wednesday Primetime liturgies, weddings, funerals, and Center celebrations.
- Personally assist the liturgies by accompanying the cantors/song leaders via the piano and/or organ
- Recruits, trains, schedules, and manages the volunteer liturgical ministers (Eucharistic Ministers, Sacristans, Lectors, Greeters, Musicians)
- Ensures that the organ, piano, and other elements of the liturgy are maintained, tuned, well stocked as needed.
- Maintains the music library.
- Provides for appropriate worship environment for the liturgical seasons
- Assist with major Center activities as warranted, including Welcome Weekend, UNI Homecoming week, UNI Family weekend, Finals Week activities

Hours

This flexible position is slated for between 10-15 hours per week, depending on the desires of the successful candidate. Obligated time includes Sundays (9a-12p; 6p-8p during the academic year) and Wednesdays (8p-10p during the academic year).

Qualifications:

- Performance skills for piano and/or organ
- Skilled at interpersonal relationships with experience and knowledge to deal with negative situations effectively; the ability to work as a team player and to encourage team building whenever possible with staff and designated team leaders and with diocesan officials
- Ability to plan, train, coordinate, and communicate with those involved in the various aspects of the liturgy.
- Basic computer skills and physical/digital file management

Application Process:

- Submit a resume and/or cover letter.
- Applicants will need to play a musical selection on either the piano or the organ during the interview, and will also receive a piece to sight read.