



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **Liturgist**

St. Anne School, an independent Catholic School in Laguna Niguel, is seeking a part time liturgist to lead the music ministry for weekly school Masses. We are looking for a talented, creative, hard-working, team player with a broad-range of artistic skills, along with an appreciation of developmental characteristics of middle school students to join our strong faculty.

#### **RESPONSIBILITIES:**

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Board of Directors and Administrators.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

#### **DUTIES:**

- Coordinate and lead the music ministry for all school Masses and chapel experiences.
- Select quality music choices for all school Masses based on the three judgments of music: musical, liturgical, and pastoral.
- Work with the liturgical ministry team (Chaplain, Head of School, Coordinator of Campus Ministry and religion faculty) to develop a yearly plan for music ministry at the school.
- Attend required meetings as needed for the position.

#### **QUALIFICATION:**

- Experience with music productions including sound boards and lighting
- BA or higher in Music, Liturgy, or Campus Ministry with excellent keyboard skills, vocal technique and choral conducting skills
- Knowledge of and experience with the Catholic liturgy and youth ministry
- Instrumental music experience, and experience leading and/or working with choirs and musicians
- Demonstrated ability of serving collaboratively with others in a parish, school or ministry setting
- Practicing Catholic

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** Ten-month, part time, hourly non-exempt. Mass on held on Wednesday 7:30 am to 10:00 am and occasionally other event and times throughout the year.

**Reports to:** Head of School

Please send cover letter, resume, references, and transcripts (if applicable) to the Director of Human Resources, Melissa Vergara, at [hr@st-anne.org](mailto:hr@st-anne.org)