

Church of the Assumption
Glorifying the Lord
with Our Lives

March 4, 2015

Dear Applicant,

Thank you for responding to the Pastoral Assistant for Music & Liturgy position available at the Church of the Assumption. The successful candidate will be working in a growing faith community that was founded in 1889 and is representative of all the various cultures and languages of our region.

Bellingham is in the northwest corner of Washington State, situated approximately 20 minutes south of the Canadian border. Bellingham is a growing city largely due to expanding commerce and Western Washington University. The Catholic parishes in Bellingham are growing too.

The successful candidate will work closely with other members of the staff in a shared ministry approach. Weekly staff meetings, regular retreats, staff enrichment and further education opportunities are offered. The successful candidate will have demonstrated past success in a music ministry position with a degree in either Music or Liturgy from an accredited University. We at Assumption Parish take pride in a history of support of high quality music in our parish liturgical celebrations. The Pastoral Assistant for Music & Liturgy is an important part of continuing that tradition. This position will be full time with salary and benefits in accord with Archdiocesan guidelines. Contact Karen Zuther at the Assumption Office (733-1380 ext. 4211) with questions.

We hope you will consider joining our team. We have a great community and a supportive staff. Please fill out the attached application and return it to my Pastoral Associate, Dr. Kathy Ernst, along with a cover letter and resume by April 17. We will be doing interviews on Saturday April 25 and May 2, so please save these dates on your calendar. You will be contacted if we wish to set up an interview with you.

Sincerely yours in Christ,



Fr. K. Scott Connolly
Pastor

Church of the Assumption

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Bellingham, WA 98225

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*Church of the Assumption
Bellingham, WA*

Position: Pastoral Assistant for Music & Liturgy

Reports to: Fr. K. Scott Connolly, Pastor

Date: February 1, 2015

POSITION PURPOSE

Provides music for parish liturgies and other designated celebrations.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Collaborates with the pastor, staff, and consultative bodies in implementing the mission of the parish.
- B. Assures that appropriate and quality music is provided for parish liturgies. Selects music, recruits and schedules musicians for all Sunday and other major parish liturgical celebrations.
- C. Coordinates the development and implementation of a music program for the parish and school. Implements the music program, makes music selections, and schedules and oversees musicians in collaboration with the pastor, presider, and other staff as appropriate.
- D. Recruits, trains, and supports parish ministers of music, including the directors, musicians, cantors, and choral groups. Schedules practices and assures that accompanists and music are available.
- E. Selects and develops participation aids for the assembly to encourage full, active, and conscious participation through singing.
- F. Serves as staff to the Spiritual Life and Worship Commission, Art & Environment Committee and Liturgy Planning Committee. Works with the chair people to create agendas, attends meetings and completes work as requested by the groups and approved by the supervisor.

- G. Provides assistance for parishioners needing music for weddings and funerals. Develops and maintains resource list for organists, soloists, and other musicians available to perform at these functions.
- H. Prepares and administers the music budget as delegated by the pastor.
- I. Maintains a level of knowledge and skills required for the ministry. This is accomplished by reading appropriate materials and attending workshops and conventions. The Pastoral Assistant for Music & Liturgy also participates in regional, Archdiocesan and national professional organizations, as approved and as appropriate.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

ARCHDIOCESE OF SEATTLE

Application for Employment



POSITION APPLIED FOR _____ DATE _____

NAME _____
Last First Middle

ADDRESS _____
Street City State Zip Code

E-MAIL ADDRESS _____

HOME TELEPHONE NUMBER _____ BUSINESS TELEPHONE NUMBER _____

MESSAGE TELEPHONE NUMBER _____ ARE YOU AT LEAST 18 YEARS OLD? YES NO

IF THE POSITION YOU ARE APPLYING FOR REQUIRES MEMBERSHIP IN A CATHOLIC PARISH OR FAITH COMMUNITY (as indicated in the minimum requirements for the position), PLEASE IDENTIFY YOUR PARISH/COMMUNITY:

HAVE YOU EVER WORKED FOR A PARISH, SCHOOL, CHANCERY OR AGENCY OF THE ARCHDIOCESE OF SEATTLE, OR CATHOLIC COMMUNITY SERVICES? YES NO IF YES, PLEASE INDICATE WHERE: _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? (Proof of employment eligibility will be required upon employment) YES NO

HAVE YOU BEEN CONVICTED OF A FELONY OR BEEN RELEASED FROM INCARCERATION FOR A FELONY WITHIN THE LAST 10 YEARS? YES NO

IF YES, PLEASE EXPLAIN: (Please note that an affirmative response to the above question will not necessarily bar you from employment.)

HAVE YOU EVER BEEN ACCUSED, ARRESTED, CHARGED, CONVICTED, OR SUBJECTED TO ADMINISTRATIVE/EMPLOYMENT ACTIONS TAKEN AS A RESULT OF ANY ALLEGATION OF CHILD ABUSE OR NEGLECT? YES NO

IF YES, PLEASE EXPLAIN: (Please note that an affirmative response to the above question will not necessarily bar you from employment.)

HOW DID YOU HEAR OF THIS OPENING? _____

Please list specific newspaper, etc.

EDUCATION/SKILLS:

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED	GRADUATE?	LIST DIPLOMA OR DEGREE
HIGH SCHOOL			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Accommodations for persons with disabilities will be provided unless the accommodation would place an undue hardship on the employer. Persons needing accommodation should notify the Archdiocese.

OTHER TRAINING/EDUCATION/SKILLS:

PREVIOUS EXPERIENCE:

Please list name, address, and phone number of previous employment, military, or volunteer experience with most recent experience first.

1. Name of Organization _____ From _____ To _____ Status: ___ Volunteer ___ Full Time paid ___ Part Time paid Current/Ending salary _____ Address _____ Phone number _____ Supervisor _____ Job Title _____ Duties and responsibilities of position _____
Reason for Leaving _____ Name known by (if different than present name) _____

2. Name of Organization _____ From _____ To _____

Status: ___ Volunteer ___ Full Time paid ___ Part Time paid Current/Ending salary _____

Address _____

Phone number _____ Supervisor _____

Job Title _____

Duties and responsibilities of position _____

Reason for Leaving _____

Name known by (if different than present name) _____

3. Name of Organization _____ From _____ To _____

Status: ___ Volunteer ___ Full Time paid ___ Part Time paid Current/Ending salary _____

Address _____

Phone number _____ Supervisor _____

Job Title _____

Duties and responsibilities of position _____

Reason for Leaving _____

Name known by (if different than present name) _____

4. Name of Organization _____ From _____ To _____

Status: ___ Volunteer ___ Full Time paid ___ Part Time paid Current/Ending salary _____

Address _____

Phone number _____ Supervisor _____

Job Title _____

Duties and responsibilities of position _____

Reason for Leaving _____

Name known by (if different than present name) _____

We may contact the employers listed above unless you indicate those you do not want us to contact:

Name of employer(s) _____

Reason: _____

REFERENCES:

Give name, address and telephone number of three references who are not related to you and are not previous supervisors:

1. _____
2. _____
3. _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the Application of Employment are true and complete to the best of my knowledge. I understand that if I am employed false or misleading statements given on my application or during my interview(s) may result in termination. I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose. I understand that the Archdiocese of Seattle will conduct a pre-employment screening including a criminal background check. If I am hired my employment is conditional upon receipt of a satisfactory report from this screening.

I understand that any offer of a position is subject to existing Archdiocesan policies & guidelines which cannot be superceded except by written offer from a qualified representative of the Archdiocese.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

DATE _____ APPLICANT'S SIGNATURE _____