

Church of the Assumption  
*Glorifying the Lord*  
with Our Lives

February 2016

Dear Applicant,

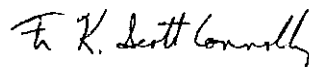
Thank you for responding to the Pastoral Assistant for Music & Liturgy position available at the Church of the Assumption. The successful candidate will be working in a growing faith community that was founded in 1889 and is representative of all the various cultures and languages of our region.

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. 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 (360-733-1380 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 March 31. We will be doing interviews on the weekends of April 9<sup>th</sup> and 16<sup>th</sup>, 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**

2116 Cornwall Avenue  
Bellingham, WA 98225

Tel: 360.733.1380  
Fax: 360.647.4372  
www.assumption.org

***Church of the Assumption  
Bellingham, WA***

***Position: Pastoral Assistant for Music & Liturgy***

**Reports to: Pastor**

**Date:**

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**POSITION PURPOSE**

Provides overall direction and coordination of the music program and assures appropriate 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. Coordinates the development and implementation of a liturgical music program for the parish in collaboration with the pastor, presider, and other staff as appropriate.
- C. Selects music, and schedules choristers, cantors and instrumentalists as appropriate for all weekend and other major parish liturgical celebrations.
- D. Recruits, trains, and supports parish ministers of music, including instrumentalists, cantors, and choral groups. Schedules rehearsals and assures that accompanists and music are available for all participants.
- E. Conducts choir rehearsals for weekend and major parish liturgies. Responsible for the direction of choirs at weekend and major parish liturgies.
- F. Selects and develops worship aids for the assembly to encourage full, active, and conscious participation through singing.
- G. Serves as staff to the Spiritual Life and Worship Commission, Art & Environment Committee, and Liturgy Planning Committee which includes working with the chairpersons to create agendas, attending meetings, and completing work as appropriate and approved by the pastor.

- H. Provides assistance to parishioners needing music for weddings and funerals. Develops and maintains a resource list of accompanists, soloists, and other musicians available to perform at these functions.
- I. Prepares and administers the music budget as delegated by the pastor.
- J. Maintains a level of knowledge and skills required for the ministry. Participates in regional, Archdiocesan and national professional organizations as appropriate and approved by the pastor.
- K. Provides other duties as assigned.

**APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_