

Title: Associate Director of Liturgy & Music
Reports To: Director of Liturgy & Music
Position: Full-time, Benefited
Parish: St. Thomas the Apostle Catholic Church | Naperville, Illinois

Position Summary

St. Thomas the Apostle is seeking a full-time Associate Director of Liturgy & Music to join a vibrant and highly collaborative worship staff. Rooted in the vision and spirituality of the Second Vatican Council, St. Thomas is committed to transformative liturgy, active participation, strong congregational singing, hospitality, and thoughtful liturgical celebration.

The parish's liturgy and music ministries include more than 150 singers and musicians across 10 choirs and ensembles, along with more than 300 liturgical ministers, including hospitality, altar servers, environment, sound, projection, and livestream ministries to name a few. The Associate Director will assist the Director of Liturgy & Music and Liturgy Coordinator in the training, management, scheduling, and pastoral support of all liturgical and music ministries, while helping to prepare dynamic and prayerful worship experiences for the parish community.

This position is intentionally collaborative in nature. The Associate Director will assist the Director in the overall leadership of the liturgy and music ministries of the parish and should be capable of functioning interchangeably with the Director in many areas of ministry leadership.

Responsibilities

- Assist in planning and coordinating parish liturgies, prayer services, concerts, and seasonal celebrations.
- Assist in the scheduling, training, management, and pastoral support of liturgical ministers and music ministries.
- Serve as accompanist and conductor for a minimum of two weekend liturgies each week, as well as a share of holy days, weddings, funerals, and other special liturgies, including rehearsing and directing assigned choirs throughout the week.
- Assist in selecting and preparing music for liturgies and sacramental celebrations.
- Assist in preparing weddings and funerals, including music planning and coordination with families.
- Secure copyright permissions and assist in reporting music usage and licensing information to publishers.
- Collaborate closely with clergy, staff, and volunteers to foster prayerful, welcoming, and well-prepared liturgies.
- Assist in maintaining worship technology, instruments, sound systems, and music resources.
- Other duties as assigned.

Qualifications

- Must support the mission, philosophy, objectives and policies of the Roman Catholic Church, St. Thomas the Apostle Catholic Church and the Diocese of Joliet.
 - Strong understanding of Catholic liturgy and worship.
 - Formidable piano skills required; organ proficiency strongly preferred.
 - Strong choral conducting and rehearsal leadership experience.
 - Ability to accompany assemblies and choirs confidently and prayerfully.
 - Strong organizational, communication, and collaborative skills.
 - Experience in Catholic parish ministry preferred.
 - Availability for evenings, weekends, holy days, weddings, funerals, and major liturgical celebrations.
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Compensation

- Full-time exempt position, 40 hours per week with flexible hours (weekends required).
- Salary range is \$55,000 – \$70,000, commensurate with experience and qualifications.
- This position could be split into two part-time roles (a Music Associate and a Liturgy Associate).

Benefits

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) retirement plan, paid personal leave days, and paid holidays based on holiday schedule approved for Blanchette Catholic Center.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

Note: This job description is not intended to be all-inclusive. Other related duties may be assigned to meet the ongoing needs of the organization.

Interested candidates should submit a resume, references, and links to previous livestreams or videos demonstrating performance skills to sknisley@stapostle.org