

Diocese of Sacramento
JOB DESCRIPTION

PARISH: St. Joseph, Vacaville
POSITION: Music Coordinator
CLASSIFICATION: Non-Exempt
SCHEDULE: 20 hours/week
SUPERVISOR: Pastor

JOB SUMMARY: The Music Coordinator is to foster the faith life of the parish through music. The Music Coordinator is a professional who holds specialized credentials in music and who has a thorough understanding of the Roman Catholic liturgy. This person of faith is responsible for effective planning, coordination, and execution of music within the liturgical celebrations of the parish. He or she is gifted with a vision of how a local church can develop its potential. Effective functioning of this ministry requires, in particular, that the Music Coordinator is a person of prayer, is sensitive to the cultural experience of parishioners, and understands their spirituality and worship life.

ESSENTIAL FUNCTIONS

To foster the faith life of the parish through music.

- Collaborates with the Pastor, under his supervision, and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
- Directs the parish music program, selects and plans music in cooperation with the Liturgy Committee for use in parish liturgies (Sundays and Holy Days).
- Collaborates with the Liturgy Committee and with other staff members, e.g. DRE, Youth Minister, RCIA, etc., to coordinate and ensure appropriate music for all parish sacramental celebrations, and provides them with consultation and needed assistance.
- Conducts choir practices (Laudate, Youth Choir, Parish Choir) once a week.
- Recruits new choir members and practices with them.
- Keeps abreast of current developments in liturgy and in music, and directs music ministers to available training workshops and formational opportunities.
- Works to foster unity among all parish musicians, and to create a spirit of harmony with the presider and other liturgical ministers.
- Works within program budget.

- Promotes good public relations both within and beyond the parish.

WORKING ENVIRONMENT

This position entails frequent evening and weekend work.

SKILLS/KNOWLEDGE

Liturgy and liturgical music knowledge; knowledge of scripture; practicing Catholic with knowledge and understanding of the Catholic Church in general. Organizational and leadership skills that utilize patience, enthusiasm, energy, and kindness. Ability to sing as well as an average choir member. Ability to compose an accompanist score based on existing music. Proficiency in organ, keyboard, and/or other instruments.

I understand and agree to the job description provided.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____