

# Diocese of Sacramento

## JOB DESCRIPTION

|                        |                                    |
|------------------------|------------------------------------|
| <b>PARISH:</b>         | <b>SS. Peter &amp; Paul Parish</b> |
| <b>POSITION:</b>       | <b>Music Coordinator</b>           |
| <b>CLASSIFICATION:</b> | <b>Non-Exempt</b>                  |
| <b>SCHEDULE:</b>       | <b>20 Hr./Week</b>                 |
| <b>PAY RATE:</b>       | <b>\$25 PER HOUR</b>               |

**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 Roman Catholic liturgy. This person of faith is responsible for the 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:**

#### **ADMINISTRATIVE:**

- 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.
- Coordinates the parish music program, selects and plans music in cooperation with the Liturgy Committee for use in parish liturgies.
- Along with the Liturgy Committee, provides leadership in areas related to liturgical music, e.g., selects and develops participation aids for the congregation, selects and maintains musical instruments, coordinates services and schedules of parish musicians, assures copyright permission, etc.
- 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.
- Scheduling and coverage for the various music ministries; selection and maintenance of a music library; manage music facilities, including hardware/instruments, legal, copyright and printed music documentation.

## PASTORAL/LITURGICAL:

- Provides music and musicians for all Sunday and other major celebrations (i.e. Lent, Easter and Christmas Seasonal needs), and is visibly present at principal parish events, keeping attuned to the living faith and real concerns of the parish. Builds repertoire and encourages participation of parish community in singing at various liturgies.
- Engage and encounter greater sung participation in the sacred liturgy. Provide input into the music components of the faith formation, adult faith formation, and outreach programs of the parish, provide support for the liturgical celebrations of First Communion, Confirmation, and Vacation Bible School.
- In order to maintain the quality of music at the parish and to bridge the consistency of liturgical music with parish life, the Music Coordinator will have first priority for all funerals, weddings, and Quinceañeras held at the parish.

## ORGANIZATIONAL:

- Provides liturgical formation, music education, and practical preparation for liturgical celebration for cantors/leaders of song, choral, and instrumental groups.
- Cooperates with the Liturgy Committee in recruiting needed musicians.
- Serves as a resource consultant for parish concerns regarding music, e.g. weddings, funerals, etc. helping to educate staff, ministers of music, and congregation in developing their potentials to understand the role of music in worship and to celebrate liturgies of musical quality.
- Keeps abreast of current developments in liturgy and in music, and directs music ministers to available training workshops, and formational opportunities.
- Cooperates with the Liturgy Committee in recruiting needed musicians.
- Works to foster unity among all parish musicians, and to create a spirit of harmony with the presider and other liturgical ministers.
- Promotes good public relations both within and beyond the parish.
- Hold Music ministry meeting (quarterly), foster improved communication between music groups, lead/develop children's choir.

### *Employee Relations*

Participation in parish staff meetings and/or staff retreats.

Maintain a relationship with all staff members.

Commitment to personal and spiritual growth.

### **MINIMUM QUALIFICATIONS:**

**Education:** Training in Roman Catholic liturgical music.

**Experience:** Strong administrative experience in pastoral/parish ministry.

**Ability to:** Direct and perform musically as duties required.

**Skills:** Musical and artistic skills as required. Active listening skills; organizational skills; interpersonal and relational skills; management and leadership skills.

**Knowledge:** Roman Catholic Musical Liturgy.

**HOURS/WORKING CONDITIONS:**

Part time (20 hours per week)

The position entails evening and weekend work.

Additional hours are to be requested and approved on form PT-510 prior to the beginning of affected pay period (Christmas, Easter, and other special events).

Additional hours must be discussed with Finance Council Chairperson during budget season annually.

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Employee's Signature

\_\_\_\_\_  
Date