

Holy Trinity Parish of Pinconning

Position Description

NAME:

DATE:

JOB TITLE: Church Musician

SUPERVISOR: Pastor

STATUS: Part-Time II, Non-Exempt, Hourly (10-15 hours per week)

I. GENERAL DESCRIPTION

The Church Musician is responsible for the organization, preparation and execution of the liturgical music programs of the Parish. This person must be faith-filled, dynamic, compassionate, energetic, and willing to work collaboratively in a team environment

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan and prepare music for Sunday, Holy Day, and School Masses as well as, other seasonal liturgies as well as other prayer services, e.g. Communal Reconciliation Services, etc.
- Plan music for the Order of Christian Funerals with consideration of family wishes as informed by Pastor or designee.
- Oversee the planning of music for Order of Christian Matrimony with engaged couples.
- Arrange and oversee compliance with copyright laws and licensing procedures.
- Provide and/or prepare resources, e.g. worship aids, etc., as needed for community participation in the celebrations listed above.
- Recruit and train choir members and cantors.
- Serve on the Worship Commission as a resource person.
- Arrange for the maintenance and upkeep of organ, piano and other instruments used in liturgical celebrations.
- Assist with the incorporation into parish liturgical celebrations of developments in liturgical theory and practice.
- Participate in regular opportunities for personal and spiritual development and growth through prayer, reflection, reading and workshops.
- Participate in Diocesan Liturgical events.

III. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports directly to the Pastor
- Work collaboratively with other Parish staff members

IV. WORKING CONDITIONS

- Ability to stand or sit for extended periods of time while directing or training.
- Ability to walk, bend, lift, or perform other work requiring low physical exertion
- Ability to lift up to 25 lbs.
- Requires speaking, hearing and adequate vision.
- Maintains an office in the Parish Offices

V. QUALIFICATIONS & SKILLS

- Must have keyboard and vocal skills, as well as experience with contemporary Catholic worship in compliance with Diocesan guidelines.
- Attends meetings relevant to the position including regular individual meetings with the pastor, staff meetings, and various Liturgical Commission meetings.
- Bachelor’s degree, or the equivalent experience, in music or music education with specialized training and credentials in liturgical music and a thorough understanding of the Roman Catholic Liturgy.
- Is an active member of the Roman Catholic Church.
- Must be able to use standard office equipment.
- Successful completion of Criminal Background Check.
- Attend Diocese of Saginaw Safe Environment Training within 30 days of hire
- Works 10 to 15 hours per week, which includes Weekend Liturgies, Holy Days, Commission Meetings and preparation time for liturgies.

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee: _____

Date: _____

Supervisor: _____

Date: _____