

St. Joseph the Worker Parish of Beal City
Job Description

TITLE: Music Coordinator **Date:** June 2024
SUPERVISOR: Pastor / Director of Parish Life (DPL)
STATUS: Part-Time 1, Hourly, Non-Exempt (*Based on 20 hours per week*)

GENERAL DESCRIPTION

To foster “full, conscious, and active participation” in the liturgy, encourage musical participation during liturgies, cultivate an appreciation of sacred music, select team members to facilitate the development of the parish music repertoire, and lead liturgical music.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Coordinate with the Pastor/DPL to determine the parish repertoire for all liturgies: Sunday and Holy Day Masses, weddings, funerals, school Masses, and designated parish celebrations and programs.
- Develop a plan for each season of the Liturgical Year in cooperation with the Pastor/DPL and in consultation with the parish worship commission.
- Takes primary responsibility for the selection of music for all parish and school liturgies.
- Lead the choirs, instrumentalists and the assembly at liturgies and/or select team leaders to assist.
- Prepare worship aids for celebrations as needed.
- Recruit, train, direct, and supervise vocalists and instrumentalists.
- Form, rehearse, and schedule choirs, ensembles, orchestras, etc. as required.
- Utilize communication procedures that adequately inform of upcoming events and activities
- Assure that use of music conforms to universal, national, diocesan directives.
- Prepares and maintains the music budget including music resources, instrument maintenance, and sound system functionality.
- Other duties as assigned by the Pastor/DPL

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Directly accountable to and evaluated by the Pastor/DPL
- Work with the parish business personnel to develop and administer a budget for Music Ministry.
- Establish office hours that are consistent with the requirements of the ministry.
- Attend scheduled staff meetings and ensure adequate communication is maintained to coordinate music.
- Maintain a positive working relationship with school and diocesan staff.

QUALIFICATIONS & SKILLS

Education: Bachelor’s degree in music or related field preferred.

Experience: At least 3 years prior experience in liturgical music preferred.
Liturgical planning training or experience preferred.

Job Related Skills: Maintain professional skills through personal practice and continuing education opportunities; maintain active membership in National Association of Pastoral Musicians (NPM) and other appropriate professional societies focused on sacred music and music in liturgy.

Interpersonal Skills: Instill a sense of prayer, devotion, service, stewardship within the Ministry. The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language Skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- **Hours of Work:** Presence for weekend liturgies required. Work schedule is flexible to accomplish the role, including evening and weekend availability as needed.
- **Nature of Work:** Ability to stand for extended periods of time while directing; ability to hold musical instrument for extended periods of time; employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required.
- Must be an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

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.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____