

St. Paul's Church

Job Description

Music Coordinator

Status: Part time, non-exempt

Reports to: Pastor

Primary Objective:

The Music Coordinator ensures that liturgically appropriate music is provided for parish liturgies and other special liturgical celebrations. This is accomplished by selecting music, recruiting and scheduling musicians, and playing and/or leading the music at weekend Masses and other major parish liturgical celebrations.

Coordinator of Music Responsibilities:

- Provides music at weekend Masses and other special liturgical celebrations throughout the year.
- Selects music for weekend masses and special liturgical celebrations (e.g. Holy Days, Sacramental Celebrations, prayer services, parish missions/retreats).
- Schedules musicians and cantors ministering at various liturgies.
- Directs/oversees adult choirs (September to Pentecost).
- Collaborates with SOR Coordinator for the music program for Vacation Bible School
- Oversees the tuning and maintenance of parish organ and pianos.
- Assures the music budget is prepared and submitted in a timely manner.
- Follows Diocesan music guidelines

Staff/Faith Formation Responsibilities:

- Attends regular staff meetings.
- Maintains a level of knowledge and skills required for the ministry, through reading, attendance at workshops and conventions and regular preparation/practice.
- Collaborates with other members of the staff.
- Serves as a resource person to parish staff.
- Serves as a liaison with the diocesan office of music.

Qualifications:

- Active member of a Roman Catholic parish faith community.
- Proficient on organ and/or piano.
- Bachelor's degree in Music (Masters of Music preferred) or equivalent in education and experience. It also requires considerable instrumental and vocal skills and strong knowledge of Roman Catholic liturgy.
- Completion of CASE training and background check.

Additional:

- Is the organist for parish weddings and funerals. Compensation is paid by the families through payroll.
- Adhering to Diocesan Wedding and Funeral guidelines, coordinates and oversees music selections for all weddings and funerals.
- Meets with all engaged couples to select wedding music and is responsible for scheduling all musicians for weddings.
- Maintains resource list of organists, cantors, and other musicians available to play at these functions. Also, repertoire lists and accompaniment hymnals are made accessible for visiting musicians.