

MUSIC COORDINATOR

HOURS: Part-Time, 8-12 hours per week. Additional hours to be approved by the pastor. Includes weekend, evening, and some holiday hours.

PURPOSE OF POSITION:

Plan and coordinate parish liturgical music program, leading rehearsals and accompanying parish liturgies. Encourage congregation participation. Develop and implement liturgical formation and music training for music ministers and choirs.

QUALIFICATIONS:

1. College graduate with degree in music or equivalent experience.
2. Competence in keyboard / organ accompaniment.
3. Strong vocal skills.
4. Comprehensive knowledge and understanding of Catholic music and liturgy.
5. Excellent organization, planning, communication, and leadership skills.
6. Catholic in good standing.
7. Successfully complete background checks and child protection training as outlined in the Archdiocese of Washington Child Protection Policy.
8. Strong computer skills with a solid working knowledge of Microsoft Office suite of products.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Plan, prepare and execute liturgical music for scheduled weekend Masses and Holy Days of Obligation, First Holy Communion, and Confirmation.
2. Recruit, prepare, schedule and coordinate choir and cantor volunteers.
3. Direct choirs and conduct music ministry practices with choirs and cantors.
4. Provide music support for other services, as needed, such as Stations of the Cross, Children's Christmas Program, etc.
5. Develop music handouts for upcoming liturgies for choirs and music ministers.
6. Maintain familiarity with liturgical documents and pastoral applications.
7. Maintain inventory of liturgical music supplies and plan a budget for music items, as necessary
8. Maintain music library and licenses and ensure compliance with copyright laws.
9. Participate in staff meetings, as necessary.

OTHER GENERAL EXPECTATIONS INCLUDE:

1. Develop competence in choral conducting and facilitating sung prayer of the congregation.
2. Collaborate with faith formation personnel to facilitate music for sacramental celebrations.

3. Remain in contact with the Archdiocesan Office of Worship and Music, Association of Liturgical Ministers, and National Association of Pastoral Musicians.
4. Work effectively and collegially with others.
5. Knowledge of choir administrative issues and tasks, such as music licensing and use.
6. Prepare and monitor music budget.
7. Replace music worship aids as needed.
8. Provide resources to facilitate selection of appropriate music for weddings and funerals.
(Support of these events held at the church to be coordinated directly with the wedding family or funeral director with payment remitted directly to the musician.)