

Duties of Music Ministries Ambassadorship Program

Treasurer – Collects dues, fines, music replacement from members as necessary. Handles finances, includes statements and budgets, pays bills and presents this financial statement at meetings.

Social Secretary – Keeps track of member's birthdays and in charge of making the music ministry and other ministries aware of important events. This position also includes collecting money from members to buy gifts and cards as well as occasional letter writing such as "Thank you's" and other correspondence.

Hospitality Coordinator – Organizes parties, buffets, purchases supplies (with music ministry funds) delegates tasks to members to assure smooth running and enjoyable functions.

Choir Retreat Coordinator – For the annual Advent and Lent music retreats, this position entails the coordination and scheduling of rehearsal space on the parish calendar and, with the hospitality coordinator, arranges the libations, etc. Coordinator is also responsible for contacting reputable clinicians for retreats.

Music Librarians – Distributes and collects the weekly anthems, liturgies, and songs for use in the mass and concerts (choirs only). Must be diligent and timely so that music does not build up. Positions are currently filled by **Grace Mendez and Nancy Niles**.

Publicity/Communications Coordinator – Gives brief written report to all members of Music Ministries Ambassadorship Program regarding all local, statewide, and national advertisement for the music ministries at Holy Family. Responsible for communications with local colleges, music stores, and journals regarding contemporary Christian music and choral music. Acting as editor for monthly newsletter, The Cecilian.

*Prepared by Dr. Christian Marcoe (Director Emeritus) and Adan Fernandez
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