

2019
Liturgical Musician Job Description: M-1
St. Jerome Catholic Parish, El Cerrito CA

I. Liturgical Musician for Saint Jerome Catholic Parish

The position of Liturgical Musician is for a keyboardist, principally pianist, and may have organist skills, if so trained. The liturgies cited below need the presence of the Liturgical Musician.

This is a part-time position, maximum 20 hours per week, as defined by the Diocesan Personnel Handbook. The position requires musical ability and some knowledge of Roman Catholic liturgy. Classification: M-1

Please submit letter of intent and resume to: saintjeromechurch@comcast.net Attn: Rev. Fernando Cortez

The Liturgical Musician should seek out skilled keyboardist(s) as a substitute(s) as needs may arise. Substitutes are compensated in accord with diocesan standards.

II. Eucharistic Liturgies and other Liturgical Services

The Liturgical Musician accompanies these liturgies at Saint Jerome Parish.

Saturday and Sunday Liturgies

Saturday Vigil Mass, 5:00pm;

Sunday Masses, 9:00am and 11am.

Seasonal Liturgies and Celebrations

Parish Advent Reconciliation Service (usually at 7pm on a weekday);

First Penance Reconciliation Services (usually on a Saturday morning);

Christmas Eve Masses, 4pm and 10pm;

Christmas Day Masses, 9am and 11am;

Ash Wednesday Mass or Service, 7:30pm;

Parish Lenten Reconciliation Service (usually at 7pm on a weekday);

Paschal Triduum:

Holy Thursday Evening Mass, 7:30pm;

Good Friday Services, 12 Noon and 7:30pm;

Easter Vigil Mass, Holy Saturday at 8pm;

Easter Sunday Masses, 9am and 11am;

Other Holy Days as needed or planned:

Assumption of the BVM Mass, August 15th, 7:30pm;

All Saints Day Mass, November 1st, 7:30pm;

III. Choir

The Liturgical Musician collaborates with the Choir through a weekly one-hour evening practice, usually on a Thursday evening, and a short practice one-half hour before Sunday, 9am Mass. Choir practices may increase in proximity to Christmas and Holy Week.

IV. Cantors

The Liturgical Musician collaborates with Cantors for a brief practice, as needed, before the 5pm and 11am weekend Masses. Cantors practices may be extended in proximity to Christmas and Holy Week.

V. Music Selection

The choir and cantors take primary responsibility for the selection of music. The Liturgical Musician may collaborate with the choir and cantors. The use of the available Music resources, booklets, cards and parish library is open to the Liturgical Musician.

The Liturgical Musician may help in the selection of extra musicians in collaboration with the 9am choir and the cantors for special occasions like Christmas and Easter Masses.

VI. Consultations

The Liturgical Musician may attend Worship Committee Meetings at will.

The Liturgical Musician shall maintain communications as needed with the employer, the Pastor/Pastoral Administrator of Saint Jerome Parish, regarding the position and musician's concerns. The employer will do the same.

VII. Weddings and Funerals

The Liturgical Musician has first choice to accompany parish weddings or funerals if called upon. The Liturgical Musician may offer another keyboardist, if asked. The Diocesan Fee Schedule for Musicians will apply. Payment is to be obtained directly from the wedding

couple, the funeral family or funeral service provider. It is important to make clear what the fees are and to keep the employer updated regarding fee increases.

October 15, 2019