

**Diocese of Sacramento
JOB DESCRIPTION**

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| PARISH: | |
| POSITION: | MUSIC COORDINATOR |
| CATEGORY: | |
| SCHEDULE: | |

REPORTS TO: Pastor / Administrator

JOB SUMMARY: The Music Coordinator is to foster the faith life of the parish through music. The Music Coordinator is a professional who holds specialized credentials in music and who has a thorough understanding of Roman Catholic liturgy. This person of faith is responsible for the effective planning, coordination, and execution of music within the liturgical celebrations of the parish. He or she is gifted with a vision of how a local church can develop its potential. Effective functioning of this ministry requires, in particular, that the Music Coordinator is a person of prayer, is sensitive to the cultural experience of parishioners, and understands their spirituality and worship life.

ESSENTIAL FUNCTIONS:

To foster the faith life of the parish through music.

- Collaborates with the Pastor, under his supervision, and with other members of the parish staff, integrating his or her own area of responsibility with the overall parish endeavor.
- Directs the parish music program, selects and plans music in cooperation with the Liturgy Board for use in parish liturgies.
- Along with the Liturgy Board provides leadership in areas related to liturgical music, e.g., selects and develops participation aids for the congregation, selects and maintains musical instruments, coordinates services and schedules of parish musicians, assures copyright permission, etc.
- Collaborates with the Liturgy Board and with other staff members, e.g., Principal, DRE, Youth Minister, RCIA, etc., to coordinate and ensure appropriate music for all parish sacramental celebrations, and provides them with consultation and needed assistance.
- Provides music and musicians for all Sunday and other major celebrations, including weddings, funerals, etc. and is visibly present at principal parish events, keeping attuned to the living faith and real concerns of the parish. builds repertoire and encourages participation of parish community in singing at various liturgies.

- Provides liturgical formation, music education, and practical preparation for liturgical celebration for cantors/leaders of song, choral, and instrumental groups.
- Cooperates with the Liturgy Board in recruiting needed musicians.
- Serves as a resource consultant for parish concerns regarding music, e.g. weddings, funerals, etc., helping to educate staff, ministers of music, and congregation in developing their potentials to understand the role of music in worship and to celebrate liturgies of musical quality.
- Keeps abreast of current developments in liturgy and in music, and directs music ministers to available training workshops, and formational opportunities.
- Cooperates with the Liturgy board in recruiting needed musicians.
- Works to foster unity among all parish musicians, and to create a spirit of harmony with the presider and other liturgical ministers.
- Promotes good public relations both within and beyond the parish.

MINIMUM QUALIFICATIONS:

Education:

Experience:

Skills / Knowledge:

Employee's Signature

Date

Supervisor's Signature

Date