

## Church of St. Dominic Job Description

**Position Title:** Coordinator of Music      **FLSA:** Non-Exempt  
**Reports To:** Pastor      **Date:** April 23, 2021  
**Provides Work Direction to:** Musicians, cantors, musical groups, vendors  
**Receives Work Direction from:** Pastor  
**Schedule:**      **Now:** Part-Time, normally 4-6 hours per week. Certain times of year may require more hours with approval of Pastor.  
   **Post COVID-19:** 15-25 hours per week during school year. 4-6 hours in summer. Certain times of year may require more hours with approval of Pastor.

**Job Purpose:** To assist in organizing, preparing, developing, and overseeing the music in the parish Liturgies.

**General Responsibilities:** Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic.

### **Representative Responsibilities:**

Enthusiastically promote music ministry and participation in a professional and prayerful manner.

Oversee and develop a parish music ministry program at the service of the worship of God in the Liturgy. Cultivating music which is a prayer and not a performance.

Select and prepare ritual and music for all liturgies relative to the current liturgical cycle, parish sacramental celebrations, and special liturgical events in collaboration with Pastor and music ministers.

Recruit, train, provide direction, encouragement and scheduling for the musicians, cantors, choir members, and musical groups.

Instruct musicians, cantors, choir members, and musical groups on expectations for proper attire and conduct. Explain and demonstrate job duties to all musicians.

Develop and direct children's choir

Direct adult choir

Play piano and/or cantor for liturgies

Assist with funeral and wedding liturgy planning

Work with Safe Environment Coordinator to ensure compliance with all OPCY requirements for worship staff and volunteers

Assist the Parish Bookkeeper with the music budget

Attend staff meetings and other staff functions as required

### **Qualifications**

- a) Active practicing Roman Catholic
- b) Experience with Church liturgies
- c) Familiarity with Church documents such as Sacred Music and General Instruction of the Roman Missal
- d) Keyboard and/or vocal skills adequate to lead the congregation at Liturgies
- e) Familiarity with a broad range of church music styles
- f) Appropriate communication/interpersonal skills that create effective working relationships with staff, volunteers, parishioners, and guests
- g) Experience working in a volunteer-based, non-profit organization

### **Job Requirements**

- a) Complete a background check and other requirements as determined for parish employees by the Archdiocese of St. Paul and Minneapolis
- b) Effectively utilize the English language orally and in writing
- c) Provide clear and accurate direction
- d) Exhibit promptness and dependability
- e) Live a personal lifestyle with Catholic values
- f) Ensure confidentiality in all areas
- g) Ability to move musical equipment and materials as necessary, including the use of a ladder
- h) Walk, stand, sit kneel or bend, go up and down steps as needed
- i) Lift up to 50 pounds using proper lifting techniques
- j) Operate sound system for worship service

**Other Responsibilities:** includes other responsibilities identified as needed by the employee or Pastor and approved by or assigned by the Pastor.

**The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks may be outlined in supplemental documents.**

**Employee:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change my job description will change.

Signature of Employee:

Date:

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**Supervisor:** I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature of Supervisor:

Date:

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