

## **St. Andrew the Apostle Position Description for**

### **COORDINATOR OF MUSIC MINISTRIES**

#### **I. IDENTIFYING INFORMATION**

Position Title: Coordinator of Music Ministries  
Status: Part-time, 12 months  
Reports to: Pastor/Parish Life Coordinator  
Supervises: All other music ministers

#### **II. PRIMARY FUNCTIONS**

The Coordinator of Music Ministries is responsible for the effective preparation, coordination, performance, and leadership of music within the liturgical celebrations of the parish. This person of faith is both a pastoral minister who possesses a vision of how a local Church can develop its unique potential and a professional who holds credentials in music and has a basic understanding of Roman Catholic liturgy.

#### **III. POSITION CONTENT**

##### **Area A: Preparation and Performance of Musical Worship**

1. Select and/or approve music and musicians for all Saturday evening and Sunday Masses and for other services as specified. For example:
  - a. Holyday and special liturgies (e.g., Triduum)
  - b. Other Sacramental Rites (e.g., Penance Services, Baptism, Confirmation, First Eucharist)
  - d. Other non-liturgical prayer services
  - e. Funerals (responsibilities specified after PLC consultation with family-)  
(discussible and optional)
2. Personally direct and play music at both Masses per weekend (4:30pm on Saturday and 10:00am on Sunday) and for other special services as listed above and specified.

##### **Area B: Recruitment, Formation, and Supervision**

1. Provide formation in liturgical music for the assembly especially by assuring strong leadership and the careful development and teaching of new repertoire.
2. Recruit and select (or approve) all music ministers.
3. Direct, schedule, and supervise the choir and other music ministers, and provide them with support and with general musical and liturgical formation.
4. Provide specific training and preparation of individual cantors and other individual musicians (rehearsals to be specified).

##### **Area C: Administration**

1. Review and purchase new music as needed.
2. Prepare and administer liturgical music budget.
3. Select, prepare, and/or assist administering worship aids.
4. Oversee maintenance of musical instruments and other equipment.
5. Arrange and prepare simple musical scores as needed.

6. Maintain music library, files, and records.

#### **Area D: Networking**

1. Participate in community/parish events.
2. Participate in regular liturgy committee meetings and specified staff meetings.

### **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

#### **A. Skills, Knowledge, and/or Abilities**

-Pastoral, Musical, Liturgical, and Organizational Skills as outlined in the Qualifications for the Director of Music Ministries Policy Statement (National Association of Pastoral Musicians, Director of Music Ministries Division)

#### **B. Education, Training and/or Experience**

1. At least one year experience as a pastoral musician
2. A Bachelor's Degree in Music or the equivalent in education and experience recommended
3. Strong knowledge and training in Roman Catholic Liturgy
4. Proficiency in piano and knowledge of choir, and voice.

### **V. Some Basic Specific Duties**

1. Plan music and play piano for all scheduled masses (4:30pm Saturdays, 10:00am Sundays, and holy days of obligation) as well as occasional special services as requested by the Pastoral Life Coordinator. The music selection should serve the needs of the community and include gospel, traditional, and contemporary styles.
2. Rehearse, direct, and accompany the adult choir, which sings at two to four Sunday masses per month. Their repertoire must reflect the St. Andrew community (primarily gospel styles with a mix of traditional and contemporary when appropriate to the liturgy).
3. Introduce, rehearse, and direct cantors, choir, and assembly to the music that accompanies the Roman Missal Third Edition.
4. Schedule and rehearse cantors for all the masses and services mentioned above (#1).
5. Plan music (if not selected by the family), schedule cantors, and play piano for funeral liturgies (discussible and optional items).
6. Recruit and train new participants in the music ministry, including cantors and choir members.
7. Participate in liturgy meetings.
8. Schedule piano maintenance (at least once each year).
9. Purchase music and maintain the music library in the Music Coordinator's office at the Parish Center.