

## **Search Letter for Coordinator of Music Ministries**

St. Andrew the Apostle Catholic Church is seeking a part-time Coordinator of Music Ministries to be responsible for the effective preparation, coordination, performance, and leadership of music within the liturgical celebrations of the parish. The position requires proficiency in keyboard accompaniment of diverse styles, including gospel, contemporary and traditional music and a strong knowledge of Roman Catholic liturgy.

### Specific Position Description

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 Parish 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.

For further details, forms and description visit our web site <[www.standrewindy.org](http://www.standrewindy.org)> or obtain information from the parish office.

Please send cover letter, resume, and list of references to:

Search Committee for Coordinator of Music Ministries  
Terrie Nicodemus, Administrative Assistant  
4052 E 38<sup>th</sup> Street  
Indianapolis, IN 46218  
E-mail: <[tnicodemus@standrewindy.org](mailto:tnicodemus@standrewindy.org)>  
Fax: (317) 549-6311

**Equal Opportunity Employer**