**Position:** P**art-time Music Minister, Parish**

**Reports to:**  Pastor

**FLSA Status**: [consult with Office of Human Resources]

**Date prepared**: December 9, 2013

**Signatures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Employee)*

*(Supervisor)*

**PURPOSE**

The Part-time Music Minister for [Name of Parish] Catholic Church will develop and sustain a prayerful, singing assembly at the weekend Masses and other holy days and in so doing, help to increase regular attendance. This person shares the Catholic faith and has the ability to deepen liturgical understanding through music and sung prayer. The Part-time Music Minister

performs all duties and responsibilities in alignment with the mission, vision and values of the Catholic Archdiocese of Miami.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Responsible for performing all Vigil and Sunday liturgies as Accompanist (on organ and/or piano) as well as singing and conducting the respective choir.
2. Responsible for music selection for all weekend Masses (insert number of Masses here) according to the specific Church Calendar and in accordance with the spiritual needs of the parish.
3. Responsible for music selection for other special celebration and events, such as funerals and weddings, solemn vespers, Confirmation and other one-time celebrations.
4. Responsible for all music associated with the liturgy including choir direction as either Accompanist, Cantor and/or Choir Director.
5. Liturgical preparation through music selection using appropriate musical, pastoral and liturgical judgment.
6. Responsible for organizing weekly programs and rehearsals for Youth Choir and Adult Choir.
7. Provide the written lyrics for upcoming Youth Masses and liturgies so they can be included in the weekend programs.
8. Provide copies of music scores to choir members.
9. Maintain choir members updated with weekly emails containing programs for weekend liturgies, as well as music scores in PDF format and/or audio recordings in MP3 format.
10. Attend monthly planning meeting to assist in music selection and planning for upcoming liturgies and specials masses, holidays, etc.
11. Consult, advise and support Pastor on music issues, problems, concerns etc when required or necessary.
12. Attends to the musical and spiritual growth of parish music volunteers
13. Provides appropriate training to volunteers
14. Attend parish meetings which concern the music ministry.
15. Coordinate care of music equipment if/when necessary.
16. Present a professional demeanor in mannerisms and attire.
17. Support parish life by attendance at parish functions.
18. Responsible for continuous learning and development of knowledge and skill base in the areas of liturgy, music, pastoral ministry, and organization.
19. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**: None

**QUALIFICATIONS:**

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience.**

* Bachelor’s Degree in Music required
* Previous employment or service as full- or part-time church musician
* Must be a Roman Catholic in good standing with considerable knowledge and familiarity of the Roman Catholic liturgy.

**Language Skills.**

1. Good oral and written English-language communication skills, including clear speaking voice.
2. Good Spanish-language spoken communication skills strongly preferred.

**Other Knowledge, Skills, Attitudes.**

1. The ability to engage the parish in the musical celebration of faith at worship
2. The ability to empower people to sing
3. The ability to actively recruit and retain singers and musicians.
4. Has acquired a thorough understanding of applied music, music theory and the history of music, most often achieved through an undergraduate degree in music
5. Proficiency in MS Outlook, including calendar function. Basic word processing skills in MS Word.
6. Presentation skills required, including MS PowerPoint software.
7. The ability to interact and maintain a positive working relationship with parishioners, parish staff and other musicians
8. The ability to handle difficult people and stressful situations in a calm, respectful manner.
9. Computer experience and familiarity with word processing and music processing.
10. Has performance proficiency in a keyboard instrument used in liturgical celebration and voice/choral performance experience.
11. Knowledge of keyboard technique, liturgical service-playing techniques, group vocal techniques and choral conducting.
12. Some understanding of acoustics, especially pertaining to the parish worship space
13. Basic knowledge of theory and harmony
14. Awareness of vast repertoire of music available today, both contemporary and treasured, sacred pieces
15. Sensitivity to the ethnic composition of the parish and its musical needs.

**LITURGICAL SKILLS**

1. Has acquired considerable information about the liturgy of the Roman Catholic Church
2. Can integrate that information with musical skills so that the liturgical music component of worship can be celebrated
3. Understands the place of the assembly as the primary liturgical symbol
4. Is capable of preparing for great feasts and seasons of the Church
5. Is capable of preparing for Sundays of Ordinary Time

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Must be able to stand if necessary, for extended periods of time while directing or training
* Additionally, walking, bending, lifting or performing other work requiring low physical exertion can be expected.
* Speaking, hearing and adequate vision are also necessary.
* May be exposed to extended periods of loud sounds at varying decibel and pitch ranges.

**DISCLAIMER** The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.