**Position:** P**art-time Musician, Parish**

**Reports to:**  Pastor

**FLSA Status**: Non-Exempt

**Date prepared**: December 9, 2013

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

*(Employee)*

*(Supervisor)*

**PURPOSE**

The Part-time Music Musician for [Name of Parish] Catholic Church plays a musical instrument at the weekend Masses and other holy days and special liturgies and services 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 Musician 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 [name other instruments]) as well as singing in the respective choir.
2. Performs as accompanist at other special celebration and events, such as funerals and weddings, solemn vespers, Confirmation and other one-time celebrations.
3. Attend planning meetings and rehearsals as required by and under direction of music minister to assist in music selection and planning for upcoming liturgies and specials masses, holidays, etc.
4. Practices musical instrument performances, individually or in rehearsal with other musicians and choir, to master individual pieces of music and to maintain and improve skills.
5. Learns musical parts by sight-reading or by ear.
6. Plays from memory or by following scores.
7. Attends to the musical and spiritual growth of parish music volunteers
8. Provides appropriate training to volunteers
9. Attend parish meetings which concern the music ministry.
10. Coordinates care of music equipment if/when necessary.
11. Presents a professional demeanor in mannerisms and attire.
12. Support parish life by attendance at parish functions.
13. Maintains musical instruments in good playing order.
14. Responsible for continuous learning and development of knowledge and skill base in the areas of liturgy, music, pastoral ministry, and organization.
15. 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.**

* Previous employment or volunteer service as 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 voice.
2. Good [other] -language spoken communication skills strongly preferred.

**Other Knowledge, Skills, Attitudes.**

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

**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

COMPETENCIES

**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
* Must be able to hold musical instrument for extended periods of time.
* 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.