

MOST HOLY TRINITY CATHOLIC CHURCH
Job Description: Coordinator of Sacred Music

IDENTIFYING INFORMATION

- Reports To: Pastor
- Full-time, exempt, benefits eligible, 30-40 hours/week

SUMMARY OF JOB

- The Coordinator of Sacred Music is a member of the Parish Staff and is directly responsible to the Pastor. The Coordinator assists the Pastor with overall efforts to ensure parishioners encounter Jesus Christ through prayer, the sacraments, and worship through the ministry of Sacred Music. The scope of this role is to discern, prepare and implement music in order to ensure full, active/actual and conscious participation in the Holy Sacrifice of the Mass. The Coordinator should be skilled on keyboard and vocals and proficient in conducting ensembles.
- The Coordinator of Sacred Music supports parish leadership in the planning, execution and celebration of all parish liturgical celebrations, including sacramental celebrations.
- As a member of the Parish Staff, the Coordinator is expected to take an active pastoral role in the parish.

DUTIES AND RESPONSIBILITIES

- Selects and provides music for parish liturgical celebrations, including all weekend Masses, sacramental celebrations, additional seasonal liturgies, parish funerals and any additional liturgical events such as Eucharistic Exposition and Adoration.
- Able to work with Gregorian Chant, Mass Antiphons, Hymnody while also being open to Contemporary Music.
- Schedules and trains cantors and choir members for various liturgical celebrations;
- Conducts weekly rehearsals with choir groups. Works closely with Spanish choir.
- Provides leadership for all parish choir groups including Spanish groups.
- Conducts additional choir rehearsals as needed for seasonal celebrations;
- Recruits, directs, and coordinates instrumental accompaniment for season celebrations.
- Recruits new membership for established choir groups.
- Develops and monitors budget for liturgical music.
- Possess or will obtain formation in Sacred Music and Liturgical knowledge.
- Maintains and develops personal and professional skills and liturgical formation by attending workshops, conferences, and personal practice time.
- Work and form parish community (in all ages) in Sacred Music & Worship
- Adheres to and ensures that parish is in compliance with copyright laws.
- Creates and prepares worship aids & mass companions when necessary.
- Establishes and maintains contact with resources both within as well as outside the parish musical and liturgical community to facilitate the growth of the ministry as well as liturgical documents.
- Be available for weddings* and quinceañeras*
- Performs other duties and responsibilities as assigned by pastor.

*Additional fees may be requested for these liturgies (weddings & quince but not funerals)

EDUCATION & EXPERIENCE

- Preferred bachelor's degree in music and liturgy.
- Knowledge and experience in sacred music and liturgical practices of the Roman Catholic liturgy of the Holy Mass.
- Must be a practicing Catholic in good standing with the Church and an active visible member of a parish community.
- Must have excellent organization and communication skills.
- Preferred experience working/volunteering in a Catholic parishes in music ministry.
- Intermediate to advance proficiency levels in Excel, Word, and Publisher software.
- Must have the demonstrated abilities to work effectively in teams and other staff members.
- Bilingual capabilities (English/Spanish) preferred.
- Must be current in Safe Haven training or must obtain confirmation that the training has been successfully completed within 30 days of their hire date.

Interested applicants should send completed application with cover letter, resume, salary requirements, and references by email to kle@mhtangleton.org