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| **Accountability:** | Reports to Pastor |
| **Supervisory Responsibility:** | None |
| **FLSA Status:** | Non-exempt [from overtime] |
| **Hours:** | Full-time or Part-time |
| **General Summary:** | Under the supervision of the Pastor and Parochial Vicars, provides appropriate liturgical music at NAME Parish masses. Organ or piano accompaniment of Cantors, Soloists, and the Parish Community, to encourage a prayerful, singing assembly which joins in the liturgy expressing the Gospel message through sacred music. |

**Primary Duties and Responsibilities**

* Provides organ and/or piano accompaniment for a scheduled number (12 to 14 per month) of weekend masses, Holy Days, rehersals and other special church services.
* Provides accompaniment at the monthly Cantor rehearsals. This rehearsal will be led by the Choir Director/Organist.

* It is the responsibility of the Pastor or Parochial Vicar to select liturgical music and provide a list of selections to the Organist with sufficient lead time for practice and preparation. The Organist will provide input to the Pastor or Parochial Vicar regarding music selection for all the masses and services.
* Will communicate and collaborate with other ministries of the parish, (especially Worship and Spirituality and Faith Formation), as needed regarding liturgical music.
* Publishes the monthly Cantor and Substitute Organist schedule. Upon request schedules Musicians and Cantors for church funerals.
* Attends music team meetings, and other liturgy and music related meetings as required.
* Maintains the various instruments and sound systems, or make arrangements for their maintenance. This maintenance includes tuning and general care.
* Maintains a music library and appropriate worship aids and other materials for the Cantors.
* Arranges for Cantors and Organists for weddings and funerals and will select music in those situations where the family asks the Parish to do so. The Organist may also provide music for funerals and weddings, as requested with additional compensation.

**Knowledge, Skills, and Abilities**

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| Education: | Must have some formal training in playing the organ or piano. |
| Experience: | Must have at least a year of experience providing musical accompaniment for cantors, soloists, a choir, and parishioners. |
| Require: | Must be familiar with the current liturgical traditions of the Catholic church. Must work all daily and weekend masses. |
| Physical Demands: | Must be able to sit and play the piano or organ for 1 – 2 hours at a stretch for rehearsals and liturgies with reasonable breaks. Must be able to bend and stoop occasionally. |

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.