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| **Accountability:** | Reports to Pastor |
| **Supervisory Responsibility:** | None or Supervisor (depending on size of program) |
| **FLSA Status:** | This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act |
| **Hours:** | Full-time or Part-time |
| **General Summary:** | Partnering with the Pastor in his ministry this position supports the Gospel message during the liturgy through prayerful and joyful praise and music that encourages the assembly to live the message more fully during worship. |

**Primary Duties and Responsibilities**

* To build and sustain congregational song at the parish’s daily and weekend liturgies;
* To deepen the liturgical understanding of the assembly through the choice of songs;
* To help increase regular attendance at liturgies through the quality of music selected and learned by the assembly;
* To develop a plan in collaboration with the worship committee/parish staff to expand the music programs in the parish;
* To recruit, train, and sustain quality cantors for the parish liturgies;
* Is responsible for all music associated with worship, religious education, youth ministry, social ministry, and other parish outreach programs;
* Coordinates the staffing of all liturgies with competent musicians and singers;
* Participates in planning the liturgies with the worship committee and pastor and is primarily responsible for the music selections of all worship celebrations; (*Here you could list holy days, special liturgies, weddings, funerals, etc.)*
* Select and maintain the musical instruments used for the liturgies;
* Attain copyright permission for music;
* Provide liturgical formation, music education, and practical preparations for cantors/leaders of song, choral, and instrumental groups;
* Keep current on trends in liturgy and music and serve as a resource consultant for parish staff and groups regarding pastoral music;
* Must attend all parish staff meetings and worship committee meetings;
* Formulate and adhere to an annual music ministry budget;
* Submit the annual music ministry budget to the finance committee;
* Participate in the parish budget process;
* Continue to develop music ministry skills by taking courses/workshops and participating in conferences that are generally related to music ministry, the mission of pastoral liturgy, and the future direction of the parish. The parish will offset the costs of such professional development;
* Meet with the pastor and other key staff members annual for performance evaluation and goal setting.

**Knowledge, Skills, and Abilities**

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| Education: | Bachelor’s degree or equivalent in music. B.S. in Sacred Music or Liturgical Music preferred. |
| Experience: | Must have at least two years of experience in music ministry. |
| Require: | Must complete our safe environment training for the protection of children and youth. Must pass a criminal background check. |
| Physical Demands: | While performing duties, employee has to sit for long periods of time, and use hands in repetitive motion tasks. The position also requires some standing, stooping, and bending as needed. Employee is expected to work all liturgical services on weekends and several evenings per week. The position must be able to lift 25 pounds. |

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.