

**POSITION TITLE:** Music and Liturgy Coordinator

**REPORTS TO:** Pastor

**POSITION DETAIL:** Full time (35 hours/week)

**POSITION SUMMARY:**

Provide passion for St. John's and our Lord Jesus Christ in the advancement of His kingdom through a well-planned music and liturgical ministry that enlightens and enhances the liturgical experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop a vision for the St. John's music program and collaborate with the Pastor, Worship and Spirituality Committee, Parish Council, and Financial Council to implement the vision.
2. Plan, coordinate, and execute engaging music for all liturgical celebrations.
3. Collaborate with the Worship and Spirituality Committee and staff members to coordinate and ensure appropriate music for all parish sacramental celebrations.
4. Work with the Director of Faith Formation and the Youth Minister to support and enhance the faith formation experience.
5. Coordinate liturgy and music for special services such as weddings, funerals, and special events as needed.
6. Enhance and expand the existing music program.
7. Oversee the recruiting, formation and scheduling of various liturgical ministers (e.g. lectors, Eucharistic ministers, alter servers, etc.)
8. Recruit, nurture, and coordinate vocalists and instrumentalists.
9. Recruit and nurture musical talent from parish youth.
10. Prepare for and lead rehearsals with musicians at all levels of experience.
11. Manage and develop church liturgical and music resources (library, instruments, etc.).
12. Develop and manage the music ministry budget.
13. Coordinate with the Business Manager to process payroll.
14. Adhere to all applicable licensing requirements/copyrights.
15. Attend staff meetings.
16. Adhere to all policies, procedures, and core values of the Catholic Church.
17. Help create a positive team atmosphere with the pastor, staff, parishioners, and volunteers.
18. Attend classes/formation for music ministers offered through the Diocese.

**QUALIFICATIONS:**

1. Practicing Catholic with knowledge of scripture, liturgy, and liturgical music, and willingness to enter into the faith life of the parish community.
2. Personal or professional experience in music leadership.
3. Ability to read music and proficient in at least one performance area (keyboard, choral, voice, instrument)
4. Ability to conduct choirs, vocalists, and instrumentalists.
5. Good organizational, leadership, and communication skills that utilize patience, enthusiasm, energy, and kindness.

**Please email your resume, cover letter, and references to Rev. Michael Hutchison at [office@stjohnsadel.org](mailto:office@stjohnsadel.org)**