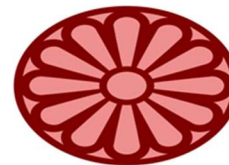




SAINT BONIFACE & SAINT LAWRENCE PASTORATE



St. Lawrence Parish

Lafayette, IN

Coordinator of Music for St. Lawrence Catholic Church (Lafayette)

Reports To: Pastor

FLSA Status: Exempt

Prepared Date: 1/22/2026

Summary: Manages and coordinates various aspects of music in the life of the parish

Essential Duties:

1. Proficient in playing the piano or organ
2. Proficient in singing and leading a choir
3. Recruit, train and supervise musicians, cantors and a choir
4. Plan liturgical music for all parish liturgies, services, and activities as needed
5. Coordinate the administrative needs of the music program, for example, acquisition of new music, instrument maintenance, copyright licensing, etc.
6. Ensure volunteers and assistants involved in music complete Diocesan Protocol training
7. Assist in setting the music budget

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications: *To perform this job successfully an 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/Experience:

- Practicing Catholic in good standing with knowledge and experience in Catholic liturgical music
- Proficiency in voice, keyboard, guitar, or choral performance and some knowledge of all these instruments
- High School Diploma or equivalent, plus related experience. Bachelor's Degree preferred

Physical Demands: *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.*

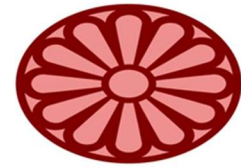
- Able to move about the work environment
- While performing this job, the employee is regularly required to talk or hear
- Specific vision abilities required by this job include close vision and ability to adjust focus
- Visual acuity to see computer screen
- Able to move tables and chairs to arrange meeting spaces
- Able to occasionally lift and/or move up to 30 pounds



Diocese of Lafayette in Indiana



SAINT BONIFACE & SAINT LAWRENCE PASTORATE



St. Lawrence Parish
Lafayette, IN

- Able to lift files, open filing cabinets, and bend or stand on a stool if necessary

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Able to work a flexible schedule including nights, evenings, and weekends as required
- This job operates in an office environment. This role routinely uses standard office equipment such as computers, photocopiers, and smartphones.

Signature

Date



Diocese of Lafayette in Indiana