|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Pastoral Associate for Music Ministry | Job Category: | Non-exempt |
| Department/Group: | Pastoral Staff | Position Type: | Full-time |
| Location: | Saints John and Paul Church | Date: | May 20, 2020 |
| Job Description |
| SummaryThe Pastoral Associate for Music Ministry will take a pastoral approach to serving the parish as the principal musician, organist/pianist, and choral director. S/he will foster the unique charism of Saints John & Paul’s Music Ministry to enhance parishioners’ celebration of liturgy to inspire parishioners to draw closer to God. Key Responsibilities* Provide organ/piano music for Eucharistic celebrations on 52 Sundays (4 per weekend), Holy Thursday, Good Friday, Tenebrae, the Easter Vigil, the Six Holy Days of Obligation, Thanksgiving Day, communal Sacramental celebrations of First Communion and Confirmation, Labor Day, Memorial Day, All Souls Day, Saints John & Paul feast day (May 2), and special occasions.
* Supervise the directors of all auxiliary music groups affiliated with the parish.
* Prepare and provide music for all liturgical celebrations, including weddings and funerals, assisting with music selections and placement of the music that are liturgically appropriate, meeting the guidelines of the United States Conference of Catholic Bishops and ensuring that music selections align with and complement the Mass antiphons and readings.
* Rehearse with and schedule cantors for liturgies.
* Rehearse with and lead the adult choir, which should be scheduled to enhance at least one Sunday Liturgy per week and all major feast days and celebrations beginning in the fall through the Feast of Pentecost.
* Rehearse with and lead a children’s choir, with the goal of recruiting new members and scheduling them to enhance at least one Sunday liturgy per month.
* Rehearse with and lead the Resurrection choir which provides music for funeral Masses.
* Participate in staff meetings and retreats, as well as attend meetings of the Worship Committee.
* Maintain all parish musical instruments in good working order, arranging for regular tuning, repairs, or maintenance as required.
* Organize and maintain music files, subscriptions, licenses, etc.
* Compile financial reports and budget planning for music ministry to the Finance Council.
* Participate in appropriate continuing education in music and liturgy, as approved by the pastor.
* Assist with other parish projects, as assigned.

Knowledge, Skills and abilities* Must be pastoral in nature, enthusiastic, creative, a good communicator, and enjoy working in a team environment
* Must maintain an atmosphere of collaboration and cooperation with priests, deacons, parish staff, the Diocese, and parishioners.
* Be a Catholic in good standing and possess a fidelity to the Faith and Teachings of the Catholic Church.
* Possess a bachelor’s degree or above in music.
* Exhibit a sound understanding of sacred music in its various forms (chant, hymnody, and polyphony).
* Have at least three years of music ministry experience in a church environment
* Demonstrate diverse competency in playing organ, piano, and keyboard
* Demonstrate competency in singing and the ability to act as cantor when needed
* Experience leading adult and children’s choirs
* Compliant with all Diocesan Safe Environment Requirements.
* Assures that all involved in music ministry realize their maximum potential through effective leadership and training.

physical effort and working conditionsMostly sedentary work at a desk in an office environment with minimal distraction or noise. Job involves some walking/standing for periods of time and climbing stairs. Minimal lifting or pushing/pulling. Lifting under 25 lbs. Proficient in using office technology and office equipment, such as printers, personal computers, scanners, etc. Requires a degree of mental acuity and business acumen. Schedule is flexible and varied, based on the needs of the position requirements.Note: This job description provides a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties that may be assigned.  |
| Reviewed By: | Marilyn Schroeder, Human Resources | Date: | May 20, 2020 |
| Approved By: | Fr. Jay Donahue | Date: | May 20, 2020 |
| Approved By: | Karen Walker, Pastoral Minister | Date: | May 20, 2020 |
| Last Updated By: |  | Date: |  |