



## **ST. THOMAS MORE NEWMAN CENTER**

**Position Title:** Music Coordinator

**Opening Date:** October 21, 2025

**Closing Date:** Open Until Filled

**Location of Job:** St. Thomas More Newman Center Parish

**Location Address:** 1850 Emerald St., Eugene, OR 97403

**Position:** Part-time (10-12 Hours), non-exempt, not benefits eligible

**Position Summary:** Provides music for Sunday Services and other Church events.

### **Primary Responsibilities:**

- Coordinates with the pastor or delegated parish staff to support the liturgical music program of the parish, which includes planning and selecting music for liturgical celebrations, and participating in the ongoing development and evaluation of parish worship programs.
- Provides music and musicians for all Sunday and major celebrations, including solemnities and special liturgical events.
- Leads choir/s and cantors and provides musical accompaniment for Sunday Masses, Holy Days of Obligation, and other special liturgical celebrations.
- Schedules and leads practices choir and musicians in rehearsals.
- Upon request, provides assistance to parishioners requesting piano/organ music for weddings, funerals, or other special parish liturgies.
- Maintains a level of knowledge and skills required for the ministry. This is accomplished by reading appropriate materials, practicing skills, and attending workshops and conventions as approved and as appropriate.
- Performs other work-related duties, such as preparing PowerPoint projection of music/lyrics for the congregation, turn on/off the sound system, opening/closing the church, when necessary.

**Job Scope:** Position encounters frequent new and varied work situations. Incumbent determines own practices and procedures and contributes to the development of new concepts. Position operates independently with minimal supervision. Improper individual actions could result in delays and errors in the liturgy.

**Work Schedule:** The Music Coordinator provides music for 4 regular weekend Masses (5:30 Saturday Vigil, 9 and 11 AM, and 6:30 PM Sunday services.) In addition, s/he shall provide music as required for Holy Day Masses, Holy Week liturgies (Chrism Mass, Holy Thursday, Stations of the Cross, Good Friday, Easter Vigil), and special liturgical celebrations such as Ash Wednesday, Thanksgiving, reconciliation services, and other special liturgical events upon requested.

**Communication/Client Contact:**

- Contacts are usually made with others both inside and outside the parish.
- Contacts are usually made at own initiative, or at a supervisor's request, and may contain confidential/sensitive matters.

**Specific Job Skills:**

- Proven skills as an organist and accompanist.
- Must be able to prioritize workload to meet program requirements.
- Ability to work both independently and as a member of a pastoral team.
- Must be flexible, creative, and responsible.

**Education and/or Experience:**

- Active member of Roman Catholic parish faith community or has knowledge of and is compatible with the mission of the Catholic Church in Western Oregon.
- Is proficient in performance area (organ or piano).
- Bachelor's degree in music, or equivalent experience.

**Physical Demands:** While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

**Job Conditions:** Work is performed in a church setting. Employee is required to attend meetings as requested by the Pastor. This position requires flexible work scheduling to properly administer the program.

Please submit your resume and cover letter to Fr. Joshua Gatus at  
[Fr.Joshua@uonewman.org](mailto:Fr.Joshua@uonewman.org).