



LITURGY AND MUSIC COORDINATOR Job Description

REPORTS TO: Pastor
FLSA STATUS: Full-time Exempt

EFFECTIVE DATE: March 25, 2025
SUPERSEDES: July, 2025

PRIMARY FUNCTION OF THIS POSITION: The Liturgy and Music Coordinator is responsible for assisting the pastor with the pastoral ministry of the parish.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

Liturgy/Prayer

1. Director of Liturgy
2. Recruits, trains and coordinate liturgical ministers - Eucharistic Ministers, Ministers of Hospitality, Lectors, altar servers, sacristans
3. Liturgical planning for all sacramental celebrations
4. Develop worship aids when needed
5. Lead public prayer as needed
6. Staff liaison to Liturgy Committee

Music Ministry

1. Oversee all aspects of the parish's music ministry, including planning, organizing, and directing music for Mass and other liturgical services.
2. Recruit, train, and manage music volunteers, including choir members, cantors, instrumentalists, and other musicians.
3. Select and organize music that is appropriate for each liturgical season, feast day, and special occasion in the Church calendar.
4. Provide musical support for weddings, and other sacramental celebrations.

Coordination and Administration

1. Serves as a member of the parish staff. Participates in decision-making regarding total parish direction and activities. Attends staff meetings, prayer days and educational days.
2. Perform related duties and responsibilities as required per Pastor's request

POSITION SPECIFICATIONS/REQUIREMENTS: **To perform this job successfully, an individual must be able to perform satisfactorily each essential duty. The requirements listed below represent required knowledge, skill and/or abilities.**

Qualifications:

1. A strong knowledge of Catholic liturgy, liturgical seasons, and church music traditions.
2. Active participation in the work of the Catholic Church and ability to participate in the full sacramental life of the Church.
3. Proficiency in music theory, liturgical music, and the ability to play at least one musical instrument (piano, organ, guitar, etc.).

4. Uses computers and computer systems efficiently for communication, records, and record preparation
5. Has a high level of communication skills both verbal and written with the Pastor, parish staff, parishioners, and the community
6. Has a high level of integrity and sense of responsibility with regards to confidential information
7. Foster the ministry of parish volunteers in various areas via invitation, screening, training and encouragement

Personal Attributes:

1. A deep faith in the Catholic tradition and a desire to support the spiritual life of the parish community.
2. An ability to inspire and lead others in worship through music and liturgy.
3. A welcoming and pastoral attitude toward all parishioners and volunteers.

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.

The physical demands described above are representative of the physical capabilities that must be met by an employee while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.