



## **St. Jude Catholic Church**

50 Edgewood Rd. NW  
Cedar Rapids, IA 52405  
319-390-3520

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### **St. Jude Parish Job Description for Part-time Coordinator of Music (Up to full-time with additional duties)**

The coordinator of music shall be a Catholic possessing an active faith, who is able to translate this faith into action for others by promoting Gospel values and growth in holiness. This person is a skilled and competent musician who is familiar with and committed to the vision set forth for liturgy and worship by the Second Vatican Council and the United States Bishops. This person should be familiar with the Catholic liturgy and the variety of music styles for worship. This person should be comfortable leading various ensembles: adult choir, funeral choir, cantors, instrumentalists, and children's choir. This staff person works to involve adults and youth of the parish in the music ministries. This person must have the ability to work and collaborate with a variety of personalities of the parish and the parish staff.

#### **Employment Status:**

1. This is a part-time salaried position (20-25 hrs/wk).
2. This position works under the direction and supervision of the pastor and is evaluated annually.

#### **Knowledge, Skills and Abilities:**

1. A practicing Catholic in good standing, with membership in a Catholic parish.
2. Proficiency with keyboard/piano (voice and organ proficiency also desired).
3. Ability to apply knowledge of Church documents on liturgy and music.
4. Ability to work in an organized and efficient manner.
5. Excellent public relations and service skills.
6. Effective written and oral communication skills including use of e-mail and appropriate social media.
7. Ability to manage multiple priorities and maintain deadlines.
8. Ability to collaborate and work efficiently with others.

#### **Essential Responsibilities:**

1. Recruits, involves, trains and schedules music ministers: cantors, accompanists, adult choir, children choir, and small groups.
2. Leads the worshipping assembly as an instrumentalist, along with competent volunteers.
3. Meets with and assists couples preparing for marriage in selecting appropriate music, cantors, and other musicians.
4. Approves fitting music for all liturgies, including weddings and funerals for full and active participation.

5. Oversees the operation, maintenance and repair of parish owned musical instruments, such as the organ and pianos.
6. Serves as a resource to school staff, religious education/faith formation staff and catechists in selecting music for liturgies and providing music as needed.
7. Attends most weekend, holy day, and seasonal liturgies to accompany, direct, and observe music ministers.
8. Involves adults and youth in the music ministry of the parish.

**Additional Responsibilities:**

1. Involves himself/herself in the life of the parish.
2. Attends and participates in parish staff meetings to support and coordinate with the parish vision and direction.
3. Maintains regular office hours, as approved by the pastor.
4. Serves as a resource to other parish committees.
5. Engages in a yearly assessment/evaluation process of the parish programs he/she oversees.
6. Uses data to make decisions, especially major changes.
7. Builds relationships with staff and parishioners.
8. Communicates with staff and committees.
9. Pursues professional development opportunities, including but not limited to Archdiocesan study days.
10. Participates in the greater music ministry of the deanery and the Archdiocese of Dubuque, as time permits.
11. Performs other duties as may be assigned by the pastor.

**Essential Responsibilities for Up to Full-Time Employment:**

1. Coordinating Liturgy
  - a. Coordinates, plans and oversees the overall direction of liturgy, liturgical needs, and liturgical ministry needs of the parish.
  - b. Supervises the planning and execution of the church liturgical environment.
  - c. Recruits, involves, trains and oversees the scheduling of liturgical ministers including lectors, extraordinary ministers of Communion, altar servers, ministers of hospitality and sacristans.
  - d. Involves adults and youth in the liturgy.
  - e. Collaborates and coordinates with other parish staff special liturgies (RCIA rites, First Reconciliation, First Communion, Confirmation, etc.)
  - f. Coordinates the celebration of the Anointing of the Sick, communally twice a year, and individually as needed.
  - g. Coordinates weekend liturgies in the pastor's absence.
  - h. Serves as a member of the Parish Liturgy Committee, attends the monthly committee meeting, facilitates their learning and understanding of liturgy, joins in discussions and participates in other activities of this committee.
  - i. Attends local liturgy networking and other archdiocesan liturgical meetings.
2. Managing the Parish Website
  - a. Manages and coordinates the updating and maintaining of the parish website.
  - b. Ensures the website is relevant, accurate and current.