

Diocese of Sacramento

JOB DESCRIPTION

PARISH: Divine Mercy, Sacramento	POSITION STATUS: Part Time
POSITION: Musical Coordinator	SCHEDULE: 10 hours weekly
CATEGORY: Non-Exempt	

SUPERVISOR: Pastor

JOB SUMMARY: Responsible for the effective planning, coordinating of music for the 5pm Saturday Mass, 7:30 am, 9:30 am and 11:30 am Sunday Mass.

ESSENTIAL FUNCTIONS: Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment. Collaborates with and advises pastor.

- Coordinates a weekly rehearsal for each choir, in addition to warm up prior to Mass.
- Leads the rehearsals of the groups he/she directs and provides guidance regarding other rehearsals
- Teaches and encourages the assembly to sing.
- Performs all training (both musical and liturgical formation).
- Develops worship aids when needed.
- Selects music in a collaborative manner in accord with liturgical norms to provoke the participation of the assembly.
- Coordinates a weekly rehearsal for each choir
- Selects and plans appropriate liturgical music for each Mass
- Leads / directs the choir at each Mass

MINIMUM QUALIFICATIONS:

Education: N/A

Experience: At least one year experience in choral direction.

Skills / Knowledge: Must be proficient in reading music; working with other musicians. Must be a PRACTICING Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise; ability to work in a team-oriented environment.

Rate of Pay:

- \$21.99 per hour

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE