



SAINTS MARY & MATHIAS

CATHOLIC CHURCH AND SCHOOL

Position Description for: Coordinator of Sacred Music

Summary

The Coordinator of Sacred Music works with the Pastor and Liturgy Commission to prepare and provide music that elevates the worship at Saints Mary & Mathias. This includes working with the Principal of our Catholic School to form students in kindergarten through eighth grade in basic vocal music skills using liturgical music as a medium. The Coordinator is an integral member of the parish staff that understands the crucial role that music plays in supporting the liturgy. This individual is also an integral member of the parish community that shares in the responsibility of evangelization and in bringing people into a growing relationship with Christ.

Reporting Relationships:

- Reports to: Pastor, Principal
- Collaborates with: Parish and School Staff
- Facilitates Ministry of: Paid Musicians and Volunteer Musicians (cantors, accompanists, instrumentalists, choir members)

Duties:

- Parish
 - Plan music (hymns, mass parts, anthems) for all liturgies, including Sundays and Holy Days of Obligation
 - Lead music as an accompanist, cantor, and/or conductor at weekly liturgies and for Holy Days of Obligation
 - Coordinate Musicians
 - Recruit and train people to serve as cantors, members of small ensembles, instrumentalists, and accompanists
 - Provide Resources as Needed (schedule of songs, digital or print copies of music, policy updates, etc...)
 - Facilitate the rehearsal of musicians
 - Coordinate Ensembles
 - Support active Adult Choir, Schola
 - Recruit and Train Members
 - Schedule Choirs to assist at Mass
 - Adult Choir – Weekly
 - Schola – Mass participation TBD; monthly Holy Hour with Vespers and Compline
 - Direct Rehearsals
 - Form other small ensembles
 - Facilitate Parish Music Society

- Work with the Pastor and key volunteers to develop a society of committed parishioners who value quality sacred music and are willing to support this ministry financially
 - Schedule musicians for all liturgies (coordinate with the Communications Coordinator in scheduling via Ministry Scheduler Pro; oversee last minute changes and sub requests; serve as a sub as necessary)
 - Direct and coordinate seasonal special music events (e.g. Advent Lessons and Carols, Lenten Tenebrae)
 - Assist in coordinating music and musicians for weddings and funerals; meet with families, as necessary
 - An initial meeting with each wedding couple or funeral family is included in parish duties
 - Should the couple or family wish to contract with you to provide music for their wedding, this is at an additional fee payable directly to you
 - Oversee the operation and maintenance of musical instruments (Pianos, Organ)
 - Maintain the music library
 - Participate in liturgical planning (attend quarterly liturgy committee meetings)
 - Contribute to the bulletin and social media (work with the Communications Coordinator)
 - Copyright Compliance
 - Report song selections for livestreamed Masses
- School
 - Teach vocal music to grades Kindergarten through 5th. Each grade has one class of 26 students that meets twice weekly
 - Plan standards-based lessons
 - Lead and train the middle school choir
 - Plan and execute the school's yearly Christmas Concert in collaboration with School Band Coordinator
 - Plan and execute the school's yearly Spring Concert in collaboration with School Band Coordinator
 - Train student cantors for Mass
 - Plan and lead music for All-School Masses
 - Attend required staff trainings and meetings
 - Other duties as assigned during school portion of the workday

Qualifications:

- Formal knowledge of Roman Catholic liturgy and sacred music required
 - Master's degree in music and/or liturgical studies preferred; Bachelor's degree in music or equivalent experience as church musician required
- Experience
 - Preference given to candidate with proven leadership experience in Roman Catholic liturgy and sacred music
- Certification
 - Not required, but preference given to candidate with valid Iowa Teaching license.
- Classroom Management

- Ability to develop lessons plans, teach, and manage a classroom of 20-26 students, grades kindergarten through eight required.
 - Preference given to candidate holding or able to obtain Iowa Professional Teaching License
- Musical Proficiency
 - Proficiency in leading the congregation via keyboard, singing, and/or conducting choir required.
 - Preference given to candidate with keyboard (organ or piano) proficiency
- Ability to collaborate with staff and volunteers
- Proficiency with, or able to learn, Microsoft Office 365 and Ministry Scheduler Pro required
- Physical Demands
 - Coordinator of Sacred Music must be able to:
 - Lift small loads of 10-20 pounds
 - Climb stairs, routinely
- Successful candidate will be required to submit to a criminal background check and complete safe environment training

Time Commitment:

- This is a full-time, salaried, FLSA exempt position
- The position will include
 - 16 hours/week in our parish school
 - Evening rehearsals up to two nights/week
 - Weekend liturgies
- In acknowledgement of weekend commitments, the Coordinator will receive one weekday off/week

Compensation:

- Salary Range: \$75,000
- Benefits Package, including
 - Health and Dental insurance
 - Access to a Vision plan,
 - Employee assistance plan
 - 401k match after one year
- Paid Vacation

Other:

- Elementary music and Middle School choir responsibilities are negotiable

To Apply:

- Send a cover letter, resume, and three references to Father Chris Weber, Pastor: cweber@marymathias.org