

PARISH:

POSITION TITLE: *Pastoral Assistant for Music*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Provides music for parish liturgies and other designated celebrations.

II. ESSENTIAL POSITION DUTIES:

- A. Collaborates with the Pastoral Leader, staff, and consultative bodies in implementing the mission of the parish.
- B. Assures that appropriate and quality music is provided for parish liturgies. Selects music and by recruits and schedules musicians for all Sunday and other major parish liturgies celebrations.
- C. Coordinates the development and implementation of a music program for the parish. Implements the music program, makes music selections, and schedules and oversees musicians in collaboration with the pastoral leader, presider, and other staff as appropriate.
- D. Directs the choir (s) of the parish and the school. Recruits, trains, and supports parish ministers of music, including the Cantor/leaders of song, and choral groups. Schedules practices and assures that accompanists and music are available.
- E. Selects and develops participation aids for the assembly to encourage full, active, and conscious participation through singing.
- F. Serves as staff to the Liturgy or Worship Commission. Works with the Chairperson to create agenda, attend meetings and complete work as requested by the Commission and approved by the supervisor.

- G. Provides assistance for parishioners needing music for weddings and funerals. Develops and maintains resource list for organists, soloists, and other musicians available to perform at these functions.
- H. Prepares and administers the Music budget as delegated by the pastoral leader.
- I. Ensures appropriate copyright permissions, use fees and licenses have been obtained for all material used in the music program.
- J. Maintains a level of knowledge and skills required for the ministry. This is accomplished by reading appropriate materials and attending workshops and conventions. The Pastoral Assistant for Music also participates in regional, Archdiocesan and National Professional organizations, as approved and as appropriate.
- K. Performs other duties as assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____