

## COORDINATOR OF MUSIC (PART-TIME)

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St. Mary Catholic Church, Lanesville is accepting applications for a part-time Coordinator of Music to manage and coordinate various aspects of liturgical music in the life of the parish. A practicing Catholic is preferred to lead in various ways, such as:

- Schedule and conduct rehearsals with choir(s), cantors and accompanist (including youth)
- Prepare, select and coordinate all weekend Mass music (Saturday 5:30 / Sunday 8am and 10:30am)
- Lead/perform for two of three weekend Masses
- Develop and encourage active participation of parishioners in the Mass
- Oversee the administrative needs of music ministry such as the acquisition of new music, maintenance of instruments, participate in the annual budgeting process, obtain copy right licensing, etc.
- Collaborate with liturgy committee and parish staff on special events (i.e. funerals, Sacramental celebrations, prayer services, concerts, etc.)

Candidate should be knowledgeable of Roman Catholic Liturgy and have basic competency in organ, piano, voice and/or choral performance. An undergraduate or graduate degree in Music or equivalent experience in liturgical music is required. Candidates must respect and uphold the teachings of the Catholic Church, be able to honor and maintain confidentiality, and fulfill the requirements of Safe & Sacred training protocol.

Please email cover letter and resume, in confidence to:

St. Mary Catholic Church  
Attn: Music Ministry Search Committee  
2500 St. Mary Dr. NE  
Lanesville, IN 47136  
Email: [rphillips@frontier.com](mailto:rphillips@frontier.com)  
Website: [www.stmarylanesville.org](http://www.stmarylanesville.org)  
Phone: (812) 952-2853

Deadline for application: December 4, 2017

**ST. MARY CATHOLIC CHURCH, LANESVILLE, INC.**

**2500 St. Mary's Drive**

**Lanesville, IN 47136**

**(812) 952-2853**

**POSITION DESCRIPTION**

Title: Coordinator of Music  
Manager/Supervisor: Pastor  
Position: Hourly

Business Unit: Music  
Effective Date: 1/1/18  
Supervises: No

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**Principal Duties & Responsibilities:**

- Schedule and conduct rehearsals with choir(s), cantors and accompanist (including youth)
- Prepare, select and coordinate all weekend Mass music (Saturday 5:30 / Sunday 8am and 10:30am)
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- Develop and encourage active participation of parishioners in the Mass
- Oversee the administrative needs of music ministry such as the acquisition of new music, maintenance of instruments, participate in the annual budgeting process, obtain copy right licensing, etc.

Collaborate with liturgy committee and parish staff on special events (i.e. funerals, Sacramental celebrations, prayer services, concerts, etc.)

**Job Specifications / Experience:**

The Coordinator of Music should be knowledgeable of Roman Catholic Liturgy and have basic competency in organ, piano, voice and/or choral performance. An undergraduate or graduate degree in Music or equivalent experience in liturgical music is required. Candidates must respect and uphold the teachings of the Catholic Church, be able to honor and maintain confidentiality, and fulfill the requirements of Safe & Sacred training protocol.

**Working Conditions:**

General office environment

**Disclaimer:**

The above information on this description had been designed to indicate the general nature and level of work performed by the Coordinator of Music. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of Coordinator of Music assigned to this job.