Parish Name

**Position Description**

September 2016

**Job Title:** Musician

**Classification:** Part-Time

**FLSA:** Non-exempt

**Reports To:** Pastor

**SUMMARY**

Under the direct supervision of the Pastor and in accordance with established policies and procedures and Church liturgical documents, assists in providing musical accompaniment for parish liturgies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

* Collaborate with the Music/Choir Director and Pastor in determining the repertoire for all liturgies
* Assists with the selection of appropriate music based on scripture readings on a weekly basis
* Responsible for providing musical accompaniment at liturgies and rehearsals
* In coordination with Music/Choir Director responsible for leading the choir, instrumentalists and the assembly at liturgies
* Responsible for recruiting, training, directing and supervising vocalists and instrumentalists
* Must have excellent sight-reading skills
* Able to arrange music for all instruments
* Must keep abreast of current Church documents regarding liturgy, current liturgical music and hymnals
* As required, schedules and rehearses choirs
* Maintain active liaison with Diocesan Office of Worship for direction in liturgical music ministry
* Assure that the parish use of music conforms to Church and diocesan directives
* Participates and encourages parish musicians to participate in diocesan wide liturgies and celebrations when feasible
* Maintain professional skills through personal practice and continuing education opportunities
* Attend appropriate seminars/workshops on music in liturgy
* With approval of Pastor participate in Catholic Education and Ministry Institute (CEMI) courses with aim of certification in Parish Ministry for Liturgy and/or Music Coordinator
* Participates in diocesan wide liturgies and celebrations when feasible

**SUPERVISORY RESPONSIBILITIES**

This job may supervise choir members and other musicians in absence of choir/music director.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION**

Minimum of two years background training in instrument, skill in reading music and in transposing music is required to successfully accomplish the essential duties of this position.

**EXPERIENCE**

Is an active participant in the work of the Catholic Church and is able to partake in the full sacramental life of the church. Must have good leadership skills, an active faith life, ability to work collaboratively with others, experience in areas of responsibility in ministry and have previous experience in musical accompaniment. Previous experience in a parish ministry is a plus.

**LANGUAGE SKILLS**

Ability to read, analyze, write and effectively present information and respond to questions from parishioners and the general public.

**OTHER SKILLS**

* Knowledge of Catholic music literature
* Must possess a working knowledge of the Catholic liturgical service
* Be familiar with all parts of the Mass and have knowledge of where music is required
* Possesses an active faith life and is able to translate this into action for others. Will possess skill in organizing spiritual programming
* Able to work well with volunteers
* Knowledge of the mission of the parish and the church and can enable others to live this mission in their own lives
* Must have an understanding of and ability to use collaborative management skills
* Knowledge of church teachings and biblical studies
* Knowledge and ability to form group cohesion and consensus as opposed to fragmentation and disunity
* Understanding of the needs of the parish

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk and talk or hear. The musician is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. The musician is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The musician must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is required to work some evenings and all weekend masses.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Signature of Employee Date