



## **Music Director / Coordinator**

**Job Title:** Music Director / Coordinator  
**Opening Date:** 7/11/2016

**Location Name:** St. John the Apostle Church  
**City:** Oregon City  
**State:** OR  
**Zip:** 97045  
**Job Number:** 2016-154  
**Job Category:** Music Coordinator  
**Position FTE:** 0.2  
**Term of Service:** Part Time

**Position Summary:**  
REPORTS TO: Pastor  
CLASSIFICATION: Exempt

**GENERAL STATEMENT OF DUTIES:** Direct the choir for the 10:30AM Mass, coordinate with the cantors/musicians at 5:30PM Saturday Mass. Coordinate with the director of the 8:30AM and 12:30PM Mass for Solemnities, Holy Days, and other masses outside the regular Sunday worship. Order and maintain supplies and music for all choirs. Maintain sound equipment, piano tuning, and any fixing of equipment as needed. Coordinates and directs this ministry in collaboration with the pastor.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** (The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

1. Collaborates with and assists the Pastor on all liturgical celebrations.



2. Plans appropriate music for 10:30AM Sunday Mass and for the Holy days, Solemnities, and Feasts. Coordinates with the other directors for all other sacramental celebrations.
3. Provides leadership in areas related to liturgical music and encourages participation of the parish community in various liturgies.
4. Cantors and accompanies Masses as needed.
5. Recruits, auditions and trains cantors and accompanists as needed. Provides liturgical formation, music education, and practical preparation for cantors, choral, and instrumental groups. Holds regular meetings with cantors, accompanists, and choir to review current liturgical music to maintain unified music representation to the assembly in accord with the principles of official documents on liturgical music.
6. Coordinates services and schedules of parish Choirs/musicians, communicating with church office as needed.
7. Maintains church owned musical instruments, microphones and supplies.
8. Participates in training opportunities provided by the Archdiocesan Office of Liturgy and Worship and participates in Archdiocesan-sponsored events.
9. Direct and work to develop a children's choir and a youth choir once a month at the 10:30AM Mass.
10. Maintains a strict level of confidentiality on all matters relating to parish business.
11. Performs other work-related duties as requested and assists the Pastor when he prepares for liturgies when needed.



**JOB SCOPE:** Position encounters frequent new and varied work situations. Incumbent determines own practices and procedures and contributes to the development of new concepts. Improper individual actions could result in delays and errors in performances.

**COMMUNICATION/CLIENT CONTACT:** Contacts are usually made with others both inside and outside the parish. Contacts are usually made at own initiative, or at a supervisor's request, and may contain confidential/sensitive matters.

**SPECIFIC JOB SKILLS:** Proven skills in the areas of music and coordination. Must have the ability to successfully manage and train volunteers. Must be able to prioritize workload to meet the program's requirements. Possess the ability to work both independently and as a member of a pastoral team, and must be flexible, creative, and responsible.

**EDUCATION AND/OR EXPERIENCE:** Bachelors degree in music and/or experience in church choral programs as a director/coordinator. Must be proficient in at least one performance area (e.g., keyboard, choral, or voice). Possess a thorough understanding of the musical, liturgical and pastoral judgments that must be made in selecting music for liturgy. Practicing Catholic is required. Current CPR and/or First Aid card is a plus.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 50 pounds.

**WORKING ENVIRONMENT:** Work is normally performed in an office, youth room, classroom, liturgical or recreational setting. Employee will be required to attend scheduled evening and weekend meetings and functions. This position requires flexible work scheduling to properly administer the programs.



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*Human Resources*

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that 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.

**SUPERVISES:** N/A

If you would like to apply, please send your resume to Rev. Maxy D'Costa at [pastor@sja-catholicchurch.com](mailto:pastor@sja-catholicchurch.com).