

ASCENSION CATHOLIC CHURCH
MUSIC MINISTER
Job Description

Mission: To give expression of God's faithful love and the Ascension Community's faith response through music at parish liturgies.

Required Knowledge, Skills and Abilities: Proven skills in the areas of music and coordination. Ability to work both independently and as a member of a pastoral team. Must be flexible, creative and responsible.

Minimum Qualifications: Bachelor's Degree or equivalent in music and liturgy. Proficient in at least one performance area (e.g., keyboard, choral, voice). Active member of a Roman Catholic parish faith community. Possess a thorough understanding of the musical, liturgical and pastoral judgments that must be made in selecting music for liturgy

Primary Responsibilities

- ❖ Assist the liturgy planning team in designing, planning, and evaluating liturgical Celebrations.
- ❖ Oversee the English parish choirs.
 - Communicate regularly with the coordinator of the Spanish masses
Communicate with the Spanish music director in planning bilingual masses
 - Rehearse and lead the English choirs at the 5 pm Saturday Vigil Mass and the 9 am Sunday Mass
 - Be proficient on keyboard
 - Plan an appropriate selection of liturgical music
 - Be proficient in using Liturgy.com and other planning platforms
 - Recruit, train, and schedule cantors
 - Recruit and schedule accompanists and instrumentalists
- ❖ Attend Parish Staff meetings
- ❖ Prepare the music budget.
- ❖ Oversee the purchase of music and supplies
- ❖ Maintain piano, instruments and equipment in good condition

This is a part-time position.

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Please send your resume to Sharon Grigar sgrigar@ascensionpdx.org