

**St. Gabriel Parish of Auburn
Job Description**

NAME:

DATE: January 2025

TITLE: Liturgist/Music Minister

SUPERVISOR: Pastor

STATUS: Full-Time, Salary, Exempt

GENERAL DESCRIPTION

As a member of the parish staff, the Liturgist leads the ministry of music throughout the life of the parish. This includes using music as a means of and an aid to worship through each cycle of the church year, directing parish choir(s). This position also requires the training and scheduling of liturgical ministers (Lectors, Eucharistic Ministers, Altar Servers, Cantors, etc.)

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop a music ministry plan for all parish liturgies in collaboration with pastor, worship commission, and parish staff
- Be the keyboardist for all liturgical celebrations and church services
- Recruit and train cantors, psalmists, and instrumentalists for the parish liturgies
- Assist with planning school liturgies and play for school liturgies
- Promote an understanding of music as an arena for spiritual growth
- Assist with funerals: meet with families and coordinate liturgical celebration
- Oversee ordering of items needed for worship, (candles, wine, palms, etc.)
- Recruit, train & schedule liturgical ministers
- Support Worship Commission meetings and support Parish Council
- Oversee the maintenance and servicing of the musical instruments used for worship
- Meet with engaged couples to plan the music for their wedding
- Attain, use, maintain and report copyright permission for music
- Research, preview, and learn new music; file and catalog
- Other duties as assigned by supervisor.
- Compose prayers of the faithful for weekend and Holy Day liturgies

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Music Minister reports to and is evaluated by the pastor
- Maintains a collaborative relationship with parish staff, accompanists, and music volunteers
- Attends staff meetings and worship commission meetings
- Maintains an open relationship with the diocesan office of Liturgy and keeps current with directives. Participates in diocesan liturgical formation and enrichment opportunities

QUALIFICATIONS & SKILLS

Education: Appropriate musical education/training and/or professional experience.

Experience: Skill in choir training, piano accompaniment and the selection of appropriate music; prior experience in Liturgy/Music Ministry preferred,

Job Related Skills: Ability to work collegially in planning and programming and in providing support, encouragement, and guidance for ministerial and staff; must be self-directed; knowledge of church calendar and music appropriate to it.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- Hours of Work: Must remain flexible in order to adjust to varying demands and schedules; this position will require working various hours including weekends, days and evenings, and holidays
- Nature of Work: Work is performed primarily in the church and office setting
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 25 lbs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

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 by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____