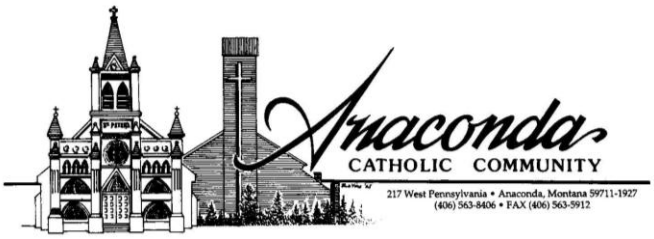

Job Title: Music Liturgy Coordinator **Department:** Liturgy & Worship **Incumbent:** **Reports To:** Pastor **FLSA Status:** Exempt Ministerial Position	**Prepared By:** Deanna Blotkamp **Prepared Date:** November 2024 **Approved By:** **Approved Date:** November 2024

Purpose of Position: Under the guidance of the Pastor, the music liturgy coordinator oversees and coordinates music and musical selections for weekly liturgies, children's music program, and other sacramental celebrations. This position collaborates with the Pastor and volunteer musicians in preparing for celebrations. Duties include inviting, organizing, scheduling, and support of instrumentalists and vocalists, as well as designing worship aids as deemed helpful. This position directly supports the pastor in advancing the mission of the Church and plays a vital role in carrying out the religious mission of the parish.

Essential Duties and Responsibilities:

- With the Pastor, plans and implements liturgical worship music according to the norms of the rites and the Church, demonstrating knowledge of the structure and spirit of Catholic liturgy.
- Conducts the music planning and musician scheduling for worship services for the parish, including weekend Masses, Holy days, and other spiritual ceremonies, such as Reconciliation Services, First Eucharist, and All Souls' Remembrance services.
- Communicates and collaborates with parish musicians.
- Recruits, trains, schedules, and coordinates the liturgical music ministers of the parish.
- Prepares music worship aids as deemed helpful.
- Reports music usage to One License as required under licensure contract.

Competencies:

Better Health

Develops self and others by continually improving health through all aspects of physical and mental well-being.

Service

Committed to customer service excellence. Is attentive to detail and accuracy and looks for improvements continuously. Monitors quality levels, finds root cause of quality problems, and owns/acts on quality problems.

Collaboration

Works well with others and displays team-oriented behaviors in all interactions. Actively works to create a win-win environment, and treats other partners with respect.

Innovation

Generates new ideas and challenges the status quo. Supports change, solves problems creatively, and encourages creativity in others.

Caring

Demonstrates concern for others. Shows respect for our customers, coworkers, and business partners.

Integrity

Deals with others in a straightforward and honest manner. Is accountable for actions; maintains confidentiality, and behaves in a manner consistent with the diocesan Code of Business Ethics and Conduct.

Adaptability/Flexibility

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

Communication
Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, and has good listening skills.

Job Knowledge
Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands diocesan mission/values, keeps job knowledge current, is in command of critical issues.

Problem Solving/Analysis
Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

Productivity
Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

Teamwork
Meets all deadlines and responsibilities, listens to others and values opinions, helps leader to meet goals, welcomes newcomers and promotes a team atmosphere.

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 and/or Experience:
Minimum Requirements:

- Bachelor's degree and three to five years of liturgical music ministry, or equivalent education and experience
- Must be unbiased toward the Roman Catholic Church and willing to work cooperatively in its endeavors.
- Completion of *VIRTUS Protecting God's Children* training requirements.

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 frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 30 pounds.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
This position may function remotely, in the Mass setting, and at times in an on-site office environment.
The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature: _____ Date: _____