

PARISH: **Our Lady of Good Counsel**
NAME: Incumbent
DATE: March 2018

POSITION TITLE: Music Coordinator
GRADE: Z1-6 5 Hours/Week

I. POSITION PURPOSE

Assures that there is appropriate music and music leadership for parish liturgies and other designated celebrations.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Collaborates with the pastor and staff in implementing the mission of the parish.
- B. Directs, accompanies and rehearses music group at Our Lady of Good Counsel for Sunday Mass and other occasional parish liturgies, providing pastoral presence and leadership.
- C. Ensures keyboard accompaniment is provided for Sunday Mass and other instruments are integrated appropriate to liturgical season and place in liturgy.
- D. Works with the pastor and staff to select appropriate music for liturgies, especially in planning liturgical seasons.
- E. Carefully integrate new music and provide ample rotation of existing repertoire, including service music.
- F. Develops greater congregational participation.
- G. Ensures proper organization of music.
- H. Ensures appropriate copyright permissions, use fees and licenses have been obtained for all material used in the music program.

III. ADDITIONAL DUTIES AND RESPONSIBILITIES

- A. Attends quarterly Music Director meetings at Holy Disciples.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____