



**Job Title:** Music Coordinator  
**Department:** Liturgy & Worship  
**Reports To:** Pastor  
**FLSA Status:** Ministerial Position (part-time, exempt)

**Prepared By:** Fr. Joe Paddock  
**Prepared Date:** January 2025  
**Approved By:** Fr. Joe Paddock  
**Approved Date:** 01/29/25

### **Resurrection University Catholic Parish Mission**

Resurrection University Catholic Parish (RUCP) is a welcoming Catholic community centered in the Eucharist. Guided by the Holy Spirit, we are sustained by our love and devotion to Jesus Christ as we strive to create unity and fellowship for all with particular service to our neighboring Montana State University community. We seek to grow in holiness and thereby allow God to send us out on mission to joyfully reveal His love to every person we encounter through prayer, education, hospitality, and service.

**Position Summary:** Under the direction of the Pastor, the Music Coordinator oversees all dimensions of liturgical music involved in the life of the parish, in particular coordinating music preparation for weekly liturgies and other sacramental celebrations while taking into account the mission of serving the diverse Montana State University community. This position is held by a musician who plays and teaches proper liturgical music, as well as recruits and facilitates others with musical talents to participate in the music ministry. 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:**

- Provides liturgical music for all weekend and holy day Masses and for the Ascend student Mass during the week; including prelude, postlude and other music, as necessary. This includes ensuring, at a minimum, that a leading musician and cantor are present at each of these Masses.
- Provides music for religious education (including OCIA) as needed, Liturgy of the Hours and other parish liturgical celebrations, for funerals and for weddings, as requested
- Establishes and maintains a choir including rehearsing weekly. This also includes managing a separate student choir for the student Masses during the academic year.
- Maintain a library of musical scores and arrangements and then select appropriate music for the aforementioned liturgical celebrations and events, including the responsorial psalm and Mass parts for Masses. Also prepare music packets or folders for the musicians.
- Trains, rehearses and schedules cantors
- Shares in the parish's liturgical planning process
- Makes recommendations for music resources used by the parish
- Seeks copyright permissions, as necessary, and reports usage of copyrighted materials
- Attends weekly staff meetings.
- Assists Pastor with other liturgical and related duties as directed.

### **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 customers and 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:*

- A practicing Roman Catholic in good standing with the Church
- Must be able to enthusiastically uphold the teachings of the Catholic Church and willing to work cooperatively in its endeavors.
- Three to five years of liturgical music ministry, or equivalent education and experience, including experience directing and conducting.
- Knowledge of liturgical services, worship and special functions of the Roman Catholic Church through understanding and acceptance of the USCCB guidelines in their most recent documents on music

- Experience with and willingness to employ different types of liturgical music across the Church's rich tradition as needed in different settings.
- Self-initiating and possesses good organizational skills.
- Works cooperatively with a variety of personalities in a positive and professional manner.
- Available on weekends and evenings as necessary to meet the demands of the position
- Completion of *VIRTUS Protecting God's Children* training requirements.

*Preferred Qualifications:*

- Bachelor's degree in music
- Ability to play piano and organ

**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 functions in an office environment with many interruptions. The noise level in the work environment is usually moderate.

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: \_\_\_\_\_