

PARISH: **Our Lady of Sorrows**

POSITION TITLE: **Music Minister**

NAME:

REPORTS TO: **Pastor**

DATE:

GRADE:

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## I. POSITION PURPOSE

The purpose of the position is to assure the provision of music ministry for parish liturgies and other designated celebrations.

## II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Collaborates with the parish Pastor to provide quality music for liturgical celebrations.
- B. The music minister will maintain respectful and positive interpersonal relationships in this ministry.
- C. Selects and develops participation aids for the assembly to encourage full, active, and conscious participation through singing.
- D. Provides music for weddings and funerals, if available (separate cost to be paid by family).
- E. Directs the choir of the parish. Recruits, trains, and supports parish ministers of music, including the Cantor of song and choral groups.
- F. Ensures appropriate copyright permissions, use fees and licenses have been obtained for all material used in the music program.
- G. Schedules practices for parish choir, creates music minister schedule for Masses, and assures that accompanists and music are available.
- H. Maintains a level of knowledge and skills required for the ministry. This is accomplished by reading appropriate materials and attending workshops as approved and appropriate.
- I. Available to sing at weekend Masses, Holy Day Masses, and other designated celebrations.

## III. ESSENTIAL QUALIFICATIONS

- 1. Pleasant and inviting voice
- 2. The ability to read music and play instrument well
- 3. Microphone technique
- 4. Excellent diction
- 5. Excellent intonation
- 6. Attention to tempo
- 7. Independent preparation skills
- 8. Public speaking ability
- 9. Liturgical awareness and knowledge

### APPROVED:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_