

## **POSITION DESCRIPTION**

**St. Mark Parish  
7117 14<sup>th</sup> Avenue  
Kenosha, WI 53143**

### **Position Title: Coordinator of Liturgy and Music**

**Status:** Part Time – 20 to 25 hours per week, Non-Exempt, 12 Months,/ possible full time position 30 to 40 hours per week, 12 months. May or may not work in partnership with St. Joseph Catholic Academy on a part time basis, with SJCA being responsible for part time employment status as well.

**Reports To:** Pastor / Director of Administrative Services

### **I. Primary Function of This Position**

Coordinates the services of the various ministers involved in the liturgies at St. Mark Parish. The Coordinator of Liturgy and Music fosters the beauty, orderliness, and reverence of parish worship. This is accomplished by performing the following duties.

### **II. Responsibilities and Tasks –Other Duties may be assigned**

#### **A. Coordinates the parish worship.**

1. Coordinates, plans and evaluates liturgical celebrations in response to the parish's prayer and worship needs.
2. Coordinates Eucharistic liturgies and other liturgical celebrations such as reconciliation services, devotions, Confirmation, First Communion, First Reconciliation, etc.
3. Works with priests, staff and other pastoral ministers in planning liturgical events.
4. Ensures all ministers at a liturgy are aware of what is expected of them, so that the liturgies may proceed smoothly, reverently, and without undue distractions. This includes presiders, lectors, Eucharistic Ministers, servers, Choir Directors, sacristans, artists, ushers/greeters, gift bearers, Worship committee members, and volunteers.
5. Recruits, screens, trains, enrich and supports the non-ordained ministers of the parish.
6. Serves as a local parish resource to the Principal, Adult and Faith Formation personnel, Youth Minister, RCIA, parishioners (for baptisms, weddings, anniversaries, and funerals) etc. in providing assistance or consultation for their worship needs and responsibilities.
7. Selects vocal and instrumental music suitable to type of liturgy and to musicians who are to render selections.
8. Issues assignments and reviews work of volunteers and staff in such areas as scoring, arranging and copying music, lyric writing, and vocal coaching.
9. Assures the Worship budget is prepared and submitted on a timely basis. When the budget is approved, assures the regular monitoring of expenses and revenue.
10. Maintains a current level of knowledge and skills required to function as a coordinator of Liturgy and music. This is accomplished by updating, through

- reading and attendance at workshops and conventions. Participates in local, regional and national professional liturgical organizations, as approved and as appropriate.
11. Supervises Choir Directors and sacristans, and is responsible for scheduling their contributions to the parish prayer and worship services as appropriate.
  12. Works particularly with the Worship Committee in the development of a comprehensive liturgical plan, attending the scheduled meeting of the Committee.
  13. Attends regularly and participates in parish staff meeting.
  14. Conducts liturgy planning meetings on a regular basis.

## **B. Supervisory Responsibilities**

Directly supervises the Choir Director(s), volunteers and all the liturgical ministers including the sacristans. Responsibilities are to be carried out in accordance with the parish's policies and applicable laws. Addresses complaints and resolves problems.

## **C. Qualifications**

To perform this job successfully, an individual must be a practicing Catholic, and 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.

## **D. Education**

Bachelor of Arts degree in Catholic Theology from a four-year college or university, with coursework on the documents of Vatican II relating to Liturgy and Liturgical Music. Demonstrated proficiency, training, and experience may be deemed equivalent to degree.

## **E. Communication skills**

Strong interpersonal skills are essential. Must be able to communicate effectively with parishioners, employees, and parish staff and leaders. Requires to ability to communicate in both English and in Spanish. Must be able to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence is necessary.

## **F. 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.

## **G. Work Environment.**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required to the position.

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization's needs change, my job description will also change.

Signature\_\_\_\_\_ Date\_\_\_\_\_

DAS Signature\_\_\_\_\_ Date\_\_\_\_\_