

Christ the King Catholic Church: Belton, Texas

Position: Coordinator of Sacred Music

JOB SUMMARY:

The Coordinator of Sacred Music is responsible for enabling parishioners to encounter Jesus Christ through the music within the liturgical celebrations and worship experiences of the parish. The coordinator is tasked with ensuring that the liturgical music assists all believers to express the gift of faith that is within them and to bring a spirit of unity through music into the celebration. The coordinator is responsible for the development, implementation, evaluation and ongoing improvement of the parish music initiatives. The coordinator must demonstrate strong leadership skills necessary to identify, develop and retain strong teams of volunteer leaders critical to the success of parish ministry. The coordinator is given wide latitude and exercises significant discretion under the general direction of the Pastor. This is a part-time position which requires weekdays, evenings and weekend hours.

ESSENTIAL DUTIES:

- Support the annual planning for liturgical seasons, sacramental celebrations, and special liturgies in collaboration with the staff members and parish liturgy committee.
- Direct the parish musicians, choirs and cantors to ensure all liturgies are scheduled, well planned, and engaging.
- Provide training and formation for music ministers and musicians.
- Collaborate with the Pastor and staff in recruiting volunteers and strive to involve newcomers and a broad spectrum of parishioners.
- When needed, direct the creation of worship aids that are engaging, accessible, and functional to enable all attendees to fully participate in the liturgies and celebrations.
- Maintain equipment and resources for music ministry such as musical instruments, sound equipment, copyrighted material, music library, etc.
- Provide guidance on parish opportunities or concerns regarding music, and help to educate staff, ministers of music, and the congregation in the role of music in vibrant worship.
- Stay informed of current developments in liturgy and in music as well as parish demographics to provide liturgical experiences that are welcoming and inclusive.
- In collaboration with the Pastor and Parish Business Administer, prepare and coordinate the music ministry budget.
- Ensure that all ministry members are in compliance with the diocesan Ethics and Integrity in Ministry requirements.
- Develop and implement tools for improving the quality of engaging prayer and worship in the parish (e.g., welcoming, word, witness and music as benchmarks).

JOB REQUIREMENTS:

- Previous experience participating in parish music ministry.
- Experience leading congregational song, choral conducting, and at least one other musical specialization (organ, piano, guitar, voice).
- Demonstrated ability to collaborate with clergy, staff, parish leaders and volunteers.
- Practicing Catholic with understanding and support for Catholic Church teaching, mission, and values.

- Knowledgeable and comfortable with Church liturgical music in all forms and styles for the congregation, choirs, cantors, and instrumentalists.
- Thorough understanding of the musical, liturgical, and pastoral judgments that must be made in selecting music for the liturgy; ability to communicate and prioritize the role of music in liturgical worship.
- Comprehensive vision and understanding of evangelization.
- Ability to form and nurture a community of missionary disciples through encounter, accompaniment and sending forth.
- Mature discipleship evidenced in the ability to comfortably witness to one's own faith journey.
- Developed skills in leadership and management; a strong commitment to collaboration and teamwork.
- Excellent interpersonal, oral, and written communication skills.
- Familiarity with the technology used for communicating and presenting.
- Availability to work weekends and evenings as needed.
- Perform a comprehensive annual evaluation of the music program.

PREFERRED SKILLS AND EXPERIENCE:

- Degree in Music or related field.
- Master's Degree in Liturgy, Sacred Music, Pastoral Studies, or equivalent a plus.
- Previous experience leading parish music ministry; ability to plan and evaluate liturgical celebrations in fidelity to the official liturgical books and Catholic liturgical theology.
- Open to ongoing formation/education as needed.
- Demonstrated knowledge and understanding of the liturgy of the Catholic Church and the place of the various musical elements used with the liturgy.
- Knowledge of keyboard techniques, service playing requirements, transposition, guitar techniques, group vocal techniques for adults and children, and choral conducting.
- Understanding of acoustics as they pertain to the space in which the parish worships.
- Ability to work effectively with children and adults.
- Ability to articulate ideas clearly, concisely, professionally, and respectfully both orally and in writing.
- Ability to develop, manage, and evaluate programs; ability to align program goals with strategic goals and objectives and to formulate recommendations to improve program delivery and/or management.
- Demonstrated facilitation and presentation skills.
- An active listener with the ability to work collaboratively, foster teamwork, and address conflict as it arises.
- Ability to apply critical thinking to solve problems.
- Strong attention to detail with the appreciation for and ability to budget and implement financial controls.