

Job Opening: Liturgy Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

(other duties may be assigned)

Piano or Organ Accompanist

1. Select the Sacred Music for the 8:00am Sunday Mass well in advance of the celebration.
 1. Work in collaboration with any interested and capable choir members on the music selection for the service.
 2. Learn the musical taste and range of the Sunday 8:00am assembly and take this into account when selecting the music.
2. Rehearse the music selected on piano or organ until proficient.
3. Come at least 30 minutes prior to the start of the service.
 1. Set up music stands and mics and test the sound and mics.
 2. Briefly rehearse / warm up the choir just prior to the start of
4. Put away all equipment used during the service and lock the piano
5. Turn off the sound system and lock the sound cabinet.
6. Notify your supervisor if you feel the piano or organ need tuning or repair or if you notice any missing equipment

Song Leader

1. Rehearse any new music with the choir and assembly.
2. Lead the assembly in song during the liturgy.
3. Announce the hymn numbers or train a choir member to do so.

Normal Work Schedule: Sundays 7:30am set up; 8:00am Mass; Plus 2.5 hours rehearsal time either alone or with the choir

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY: 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 ability or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- *Experience:* At least 2 years' experience as a musician familiar with the Roman Catholic Liturgy. Experience in leading a choir and accompanying a choir on piano and organ.
 - Ability to read, write and speak English.
 - Demonstrated ability to read and play music at a high level on the piano and organ. Ability to lead a choir. Ability to sing and to lead the assembly in song is required.
- The employee is expected to work an average of 4-hours each week. Sunday morning work is required.

How to Apply:

If interested please contact: Mike Cavera, Pastoral Associate, St. Athanasius Parish, Mountain View.

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