

Decision-making and Supervisory Responsibility:

	Supervised Positions	Offertory Counters	Volunteers	
HIRING	N/A	N/A	N/A	
ASSIGNING/SCHEDULING WORK	N/A	N/A	F	
MONITORING/CONTROLLING WORK	N/A	N/A	F	
DISCIPLINE	N/A	N/A	F	
PERFORMANCE EVALUATION	N/A	N/A	N/A	
SALARY RECOMMENDATIONS	N/A	N/A	N/A	
DISMISSAL	N/A	N/A	R	
BUDGET RESPONSIBILITY	Facilitates annual budgeting process and authorizes PO's for administration			
PROPERTY RESPONSIBILITY	Responsible for the appropriate stewardship of all parish resources, including capital expenditures			
CONFIDENTIAL INFORMATION	Responsible for the security of highly confidential information			

I indicates Input only

R indicates responsibility for Recommending a course of action requiring one other approval

F indicates responsibility for the Final Decision

Minimum Requirements:

- **Education:** Bachelor's degree in Music or related field desired.
Equivalent parish-level music ministry experience will be considered.
- **Experience:** Three to five years of experience in Catholic Church liturgical music desirable.
- **Availability:** To work on mornings, afternoons, evenings and weekends, if/as necessary.
- Or other background, demonstrating application of the following knowledge, skills, and abilities:
 - Knowledge/understanding of the Catholic Church, its mission and liturgical norms and rituals.
 - Ability to organize and prioritize many concurrent tasks.
 - Management skills: Organizational development, time/volunteer management, volunteer recruitment, administration, budgeting and small group facilitation and conflict resolution.
 - Excellent written and verbal skills.
 - Ability to sing (solo and as a choir member) and perform cantor/choir leader role, if/as needed.
 - A commitment to ongoing professional development is essential.

Physical Requirements of this position include:

WORK ENVIRONMENT	FREQUENCY OF REQUIRED EXPOSURE/USE			OTHER	FREQUENCY OF REQUIRED EXPOSURE/USE		
	SELDOM	OCC	FREQ.		SELDOM	OCCASIONAL	FREQ.
COLD (50 F or less)	X			VISUAL ACUITY: Near			X
				VISUAL ACUITY: Far		X	
HEAT (90 F or less)	X			COLOR DISCRIMIN.	X		
HUMIDITY		X		HEARING			X
HEIGHTS	X			SPEECH			X
NOISE			X	OTHER			
VDT/CRT USE	X			TRAVEL:			
DRIVING	X			LOCAL	X		
STANDING		X		NATIONAL	X		
SITTING		X		INTERNATIONAL	X		
WALKING		X					
BENDING		X					
WORK WITH OTHERS			X	This position requires significant travel to parishes, retreat and meeting centers and out of town for meetings or professional development.			
REPETITIVE MOTION		X		MOVING EQUIPMENT AND SUPPLIES			
				LIGHT (Under 5 lbs.)		X	
				MODERATE (5-20 lbs.)	X		
				HEAVY (Over 20 lbs.)	X		
				DESCRIPTION OF MOVEMENT			
				LIFT/LOWER		X	
				CARRY		X	
				PUSH/PULL		X	
				REACH ABOVE		X	
OPERATING MACHINERY							
COPIER		X					
TYPEWRITER	X						
TELEPHONE	X						
FACSIMILE (FAX)	X						
10-KEY	X						
CALCULATOR	X						
COMPUTER	X						
MOUSE	X						
PRINTER	X						