

**Job Description**  
**St. Timothy Catholic Community**  
**1730 W. Guadalupe Road**  
**Mesa, Arizona 85202**  
**(480) 775-5200 Fax (480) 820-7984**

**Title:** Coordinator of Music (Grade 12)  
**Position Reports To:** Director of Music  
**Department:** Liturgy  
**Hours:** Full-time (40 hours per week/salary exempt)  
*requires weekends, holidays and some evenings*

In service of the New Evangelization, the Coordinator of Music will support the Director of Music with the vision, continued growth, and direction of music within parish Liturgies and music ministry. The Coordinator of Music must be well-formed in Catholic Liturgy and theology and have a mature personal spiritual life that is grounded in prayer, frequent reception of the sacraments, and solid personal moral behavior.

**Responsibilities and Specific Job Duties:**

1. Work collaboratively with the Director of Music, Director of Liturgical Ministries, and the Pastor
2. Support the Director of Music, Director of Liturgical Ministries, and volunteer music ministers
3. Provide music for weekend, holy day and special Liturgies, or events as assigned and needed (Healing Services, retreats, youth ministry events, parish missions, funerals, weddings, etc.)
4. Research, transcribe, compose, and/or arrange new music for Liturgies/events
5. Coordinate scheduling of music ministry volunteers for Parish Liturgies and events
6. Assist with coordinating and accompanying seasonal youth choir
7. Assist with coordination of seasonal instrumental ensemble
8. Attend planning meetings and rehearsals, including department meetings and weekly music rehearsals
9. Responsible for updating and maintaining necessary files (music notation, lyric, and volunteer files such as Safe Environment renewal status)
10. Assist with renewal of copyright licenses and usage reporting to appropriate copyrighting company
11. Assist with maintaining Music Ministry webpage
12. Assist with coordination, plans, and preparation of music for School Masses with Director of Music and appropriate School staff
13. Answer music ministry correspondence and calls in a timely manner (emails, phone, etc.)
14. Coordinate and lead rehearsals in the absence of the Director of Music
15. Provide musical/catechetical resources for liturgical ministers, staff, and parish community as requested
16. Complete any task deemed necessary by the Pastor, Director of Music, or Pastor Delegate

**Skills and Qualifications:**

1. Must be an active Catholic in good standing with the Church
2. Willingness and ability to support the mission of the Church, Pastor, and Director of Music

3. Strong knowledge of Catholic Church teachings, Liturgy, and music ministry
4. Must have strong vocal, musical, and instrumental talent; piano or guitar preferred
5. Ability to facilitate and lead prayer through music
6. Proficient knowledge and delivery of all genres including contemporary music, hymnody, and liturgical chant
7. Proficient knowledge of music theory
8. Ability to arrange vocal harmonies and instruments is preferred
9. Desire and willingness for continual growth in knowledge of music and Liturgy
10. Education: some college education in music, liturgy, or related fields
11. Experience leading music for Masses
12. Experience leading a choir and/or instrumental ensemble is preferred
13. Strong administrative and general office experience
14. Proficiency in MS Office tools (i.e. Windows, Word, Excel, and general office skills)
15. Experience with music notation software (Sibelius) is preferred
16. Ability to follow direction and supervision
17. Must be a self-starter, take initiative, and have excellent work ethic
18. Excellent organizational skills and the ability to multi-task
19. Effective communication and people skills
20. Ability to maintain standards of confidentiality
21. Ability to work well with others as well as independently
22. Person and schedule need to be flexible and punctual

**Performance:**

1. Performance will be assessed periodically with Director of Music
2. Weekly work schedule – minimum of 40 hours per week, flexible and based on the needs of the Parish and the Music Department

This document is designed as a summary or general description of the job and may not include all the duties, knowledge, skills or abilities required or associated with the position.

Submit letter of interest, resume and work experience to Rori Madril, Director of Liturgy at [madril@sttimothymesa.org](mailto:madril@sttimothymesa.org) or St. Timothy Catholic Church, 1730 W. Guadalupe Rd., Mesa, AZ 85202

