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| *Insert Parish logo here* |

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| Position title: | Music Coordinator | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | Choir leaders, musicians, cantors, AV technicians. | Other key relationships: | Parish Pastoral Associate, Parish Pastoral Council |
| Position Purpose: | The parish music coordinator oversees and orchestrates the music for the community’s liturgical celebrations, always with the primary aim of enabling the assembly to find its voice. | | |
| Qualifications and experience: | * Some Music Coordinators may have formal musical qualifications. * Some may be skilled volunteers without formal qualifications. | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check if applicable. | | |

| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values. * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy * Able to confidently utilise relevant technology e.g. computers, internet, social media, website * Familiar with the Mass, marriage and funeral rites * Good knowledge of the church year and key annual liturgies, especially those of the Paschal Triidum, Ash Wednesday, Palm / Passion Sunday, Christmas Day, ANZAC Day, Confirmation, First Holy Communion and parish festivals |

| Key Results Areas: | Key Duties: |
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| Coordinating music in the liturgy | * Arranges rosters and scheduling and managing rehearsals. * Prepares orders of service and materials for PowerPoint presentations. * Ensures musicians, cantors and choristers have the music they need for any given liturgy. * Ensures that copyright law is fully observed and mandatory reporting is completed. * Manages the parish music budget. * Investigates and advises on the most appropriate resources for the parish such as musical instruments and hymn books. |
| Training | * As required, trains new volunteers. |

**Further reference:**

- *Ministry of Parish Music Coordinator*, Melbourne: Archbishop’s Office for Evangelisation, 2013.