



## **St. Norbert Parish Job Description**

**Title:** Music Coordinator  
**Reports to Title:** Director of Mission Implementation  
**Hours:** Part-Time (weekend work required)

### **General Description:**

The Music Coordinator is responsible for planning, leading, and coordinating the musical elements of liturgies/worship at Saint Norbert Parish. This includes weekend Masses, Holy Days, daily Mass, and special celebrations. The Music Coordinator works collaboratively with clergy, staff, liturgy/pastoral team members, and volunteers, to foster a prayerful and high-quality musical worship experience.

### **Primary Responsibilities:**

*Responsibilities may evolve as the needs to achieve an Exceptional Weekend Experience evolve.*

- Plan and coordinate music for weekend Masses, daily Masses, Holy Days, and special liturgies/worship in line with the vision of the pastor.
- Lead music at Masses (vocally and/or instrumentally)
- Recruit, schedule, and rehearse with cantors, musicians, and choirs
- Direct choir(s) / band(s) and coordinate rehearsals
- Work collaboratively with the Music Advisory Team to select music that aligns with the liturgical seasons, readings, themes and the Saint Norbert mission/vision
- Provide music for sacramental celebrations (e.g., weddings, funerals, First Eucharist, Confirmation)
- Maintain parish-owned musical instruments and music resources
- Ensure compliance with music licensing and copyright
- Collaborate with liturgy team and clergy to ensure liturgical consistency and quality
- Collaborate with the parish school's music teacher to develop musical talent among students and incorporate them into parish liturgies, particularly for special occasions such as Christmas Mass.

### **Volunteer Management:**

- Oversee teams of musicians/bands/choirs
- Provide training and support for consistency and excellence
- Build and nurture a culture of hospitality, creativity, and mission alignment
- Schedule and support volunteers for services outside of primary Mass times (e.g., daily Mass, funerals, weddings)

### **Be a Creative Leader Who:**

- Infuses the Parish Mission, Vision, and Strategic Anchors into all work
- Strives for excellence in both musical and technical execution
- Collaborates proactively with staff, clergy, and ministry volunteers

### **Job Qualifications & Requirements**

- Proficiency in voice and instrument (keyboard, guitar, etc.)
- Proficiency in Spanish preferred but not required
- Experience in leading music for Catholic liturgies, contemporary praise & worship environments, and directing ensembles
- Some technical experience in live sound, streaming, and audio mixing
- Ability to quickly learn and master new technologies and systems
- Effective communicator and team leader
- Highly organized, self-starter, results-oriented, and mission-driven
- Strong commitment to Saint Norbert's Catholic identity and mission

### **Schedule:**

- Regular weekend work at Masses is required
- Rehearsals and preparation time outside of liturgy times
- Flexible weekday schedule; expected to work approximately 20-25 hours per week
- Required holidays: Christmas, Ash Wednesday, Holy Week (including Easter Sunday), and other Holy Days, as needed

### **Salary:**

- St. Norbert Parish offers a competitive compensation package based on experience and skill set.

### **Submit your resume to:**

Braden McGettigan, Director of Parish Operations

[bmcgettigan@parish.stnorbert.org](mailto:bmcgettigan@parish.stnorbert.org)