



## Role Description

Position title:	Music Coordinator	Position reports to:	<i>Parish Priest</i>
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:	<ul style="list-style-type: none"> <li>Some Music Coordinators may have formal musical qualifications.</li> <li>Some may be skilled volunteers without formal qualifications.</li> </ul>		
Training:	<ul style="list-style-type: none"> <li>All volunteers must complete the Safeguarding Essentials online training module on an annual basis.</li> <li>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.</li> <li>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.</li> <li>Other training as directed.</li> </ul>		
Conditions:	<ul style="list-style-type: none"> <li>This is a volunteer role.</li> <li>Expected commitment is 2-4 hours a week/month.</li> <li>Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration.</li> <li>Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check.</li> <li>Must apply for a Police Check or provide a recent Police Check if applicable.</li> </ul>		

Skills and attributes:
<ul style="list-style-type: none"> <li>Commitment to the safety of children, young people and vulnerable people</li> <li>Motivated to work within the Catholic Church environment and a strong commitment to its values.</li> <li>Honesty and integrity</li> <li>Reliability</li> <li>Responsibility</li> <li>Willingness to work collaboratively as part of a team</li> <li>Planned and organised</li> <li>Willingness to participate in learning opportunities e.g. induction, training and development</li> <li>Able to communicate effectively and respectfully with others</li> <li>Flexible and adaptable</li> <li>Respect confidentiality and privacy</li> <li>Able to confidently utilise relevant technology e.g. computers, internet, social media, website</li> <li>Familiar with the Mass, marriage and funeral rites</li> </ul>

Skills and attributes:
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| <ul style="list-style-type: none"><li>• 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</li></ul> |
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Key Results Areas:	Key Duties:
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Coordinating music in the liturgy	
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	Key Duties:
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|  | <ul style="list-style-type: none"><li>• Arranges rosters and scheduling and managing rehearsals.</li><li>• Prepares orders of service and materials for PowerPoint presentations.</li><li>• Ensures musicians, cantors and choristers have the music they need for any given liturgy.</li><li>• Ensures that copyright law is fully observed and mandatory reporting is completed.</li><li>• Manages the parish music budget.</li><li>• Investigates and advises on the most appropriate resources for the parish such as musical instruments and hymn books.</li></ul> |
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Training	
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|  | <ul style="list-style-type: none"><li>• As required, trains new volunteers.</li></ul> |
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**Further reference:**

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