

St. Gabriel the Archangel Family of Parishes
Coordinator of Music and Worship

1. Identifying Information

- a. Position Title: Coordinator of Music and Worship
- b. Status: Fulltime, Exempt, 12 months
- c. Reports to: Director of Evangelization

2. Primary Function of this Position

- a. The Coordinator of Music and Worship serve the St. Gabriel Family of Parishes: Holy Cross (Dayton), Our Lady of the Rosary (Dayton), St. Christopher (Vandalia), St. John the Baptist (Tipp City), and St. Peter (Huber Heights). The Coordinator collaborates on the liturgical and sacramental aspects of parish life. He/she is a close collaborator with the St. Gabriel The Archangel Music and Worship Department, Pastoral Team, and clergy and supports the ministries of sanctifying, teaching, and governing.

3. Major Position Responsibilities and Regular Activities

- a. Serve as Music Coordinator at St. Peter Catholic Church in Huber Heights, Ohio as well as be a collaborative member of the Music and Worship Department that comprehensively accomplishes the work of complete, fruitful, and prayerful liturgical celebrations for all five churches in the St. Gabriel the Archangel Parish.
 - i. St. Peter is a vibrant community with 3 weekend Masses.
- b. Both the ministry that is specific to St. Peter and the collaborative ministry pertaining to all 5 churches in the St. Gabriel the Archangel Parish includes:
 - i. Sanctifying
 - 1. Ensure the liturgical and sacramental celebrations are well prepared and celebrated.
 - ii. Teaching

1. Collaborate with the leaders of formation and preparation of candidates for sacramental celebrations.
 2. Direct efforts in musical and liturgical catechesis for the faithful.
 3. Collaborate on the formation and training of lay musical and liturgical ministers.
- iii. Governing
1. Assist in establishing policies and guidelines for worship and sacraments.
- iv. Administration and Technical
1. Oversee the administrative and technical tasks associated with the ministry to ensure professional standards and compliance.
 2. Collaborate with the Music and Worship Team on issues related to the sound equipment.

4. Skills, Knowledge, and/or Abilities

- a. Must be competent at leading liturgical music on piano/organ as well as directing choral music.
 - i. Applicants will be expected to audition piano, vocal, and choral leading skills for consideration.
- b. Must have a knowledge and appreciation of the Church's musical and liturgical traditions as well as current liturgical practice.
- c. Must collaborate with the St. Gabriel the Archangel Music and Worship Department, Pastoral Team, Parish Staff as well as parish volunteers.
- d. Familiarity with general office software. Ministry scheduling software, music notation software, and design software is desirable.
- e. Communication skills (both written and oral).
- f. Willingness to learn through continuing education, particularly in the areas of music, worship, sacraments, and sound engineering/technology.

5. Education, Training, and/or Experience

- a. Bachelor's degree in music, sacred music, liturgy, theology/pastoral ministry, or related field with advanced study in music and liturgy or commensurate experience.
- b. Experience in parish ministry, especially in the areas of liturgical ministry, music ministry, or sacramental preparation is helpful.

6. Working Environment

- a. The Coordinator of Music and Worship works in office space along with other members of the staff. He/she participates in regular meetings and activities of the staff. Regular weekend and evening work hours are required.
- b. The Coordinator of Music and Worship will embody St. Gabriel the Archangel Core Values of trustworthiness, dedication, hard work and care in his/her words and actions with fellow staff and parishioners.

7. Acknowledgement

- a. Employees of St. Gabriel the Archangel will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Gabriel the Archangel and the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing including the use of social media or other digital technologies.