

St. Michael the Archangel Parish, Schererville, IN 46375
Ministry Position Description

Name of Ministry: Music Ministry

Purpose: To lead, enhance, and inspire the congregation to participate in prayerful song at liturgies.

Coordinator

Coordinator/Leader Responsibilities:

- Plan music for Sunday Mass, Feast days, School liturgies, weddings, communal
- reconciliation services, special Masses and services.
- Print worship aids for liturgies and services.
- Maintain music files at church and on the computer.
- Direct Adult/Youth and Children's Choir rehearsals.
- Conduct adult group at Sunday Mass.
- Coordinate vocal groups, instrumentalists, cantors, and bell choir.
- Plan and direct Music Ministry Christmas Concert.
- Coordinate Music Ministry fund raisers and music sponsored activities
- Attend conventions
- Review new music.
- Participate in bi-monthly staff meetings
- Participate in Liturgy Committee meetings

Coordinator/Leader Gifts, Talents, and Sacramental Requirements:

- Knowledge of liturgy and liturgical music.
- Good leadership skills.
- Good teaching skills.
- Musical ability to sing and/or play an instrument
- A practicing Catholic in good standing with the church

Coordinator/Leader Training/Time Commitments:

- Develop monthly music schedule (3 hours per month)
- Train student cantors as needed
- Schedule cantors (1 hour a month)
- Prepare for weekly rehearsals (2 hours a week)
- Print worship aides (3 hours a week)
- Conduct choir rehearsals (2 hours a week)
- Participate in monthly Liturgy Committee meetings (2 hours a month)
- Participate in bi-monthly staff meetings (1 hour a month)

Ministers**Ministry Roles/Responsibilities:**

- Cantor, sing and/or play an instrument for Sunday liturgies, holydays, and special services.
- Learn new music, as required.
- Participate in the annual Christmas concert.

Ministry Gifts, Talents, and Sacramental Requirements:

- Love of praising God through music.
- Pleasant singing voice for vocalists.
- Exhibit technical proficiency for instrumentalists.
- Ability to sing and play in tune and blend well with others in the group.
- Willingness to participate in continuing development of musicianship and spirituality

Ministry Training/Time Commitments:

- Attend weekly rehearsals throughout the Fall/Winter/Spring months. (1-1-1/2 hours/week)
- Attend extra rehearsals for the Christmas concert or other special events, as needed
- Cantors continue rehearsals during the Summer when scheduled.

Submitted by: Debbie Turman

Coordinator/Leader Date: 6/15/09