

Title: Coordinator of Sacred Music
Reports To: Pastor
Parishes: St. Liborius Catholic Parish, Steger, IL and
Saint Boniface Catholic Church, Monee, IL
Position Schedule: Part-Time, Exempt, Benefit Ineligible
Monday-Sunday: 10-15 hours weekly as needed, following the liturgical
schedule. (Funerals and Weddings paid by stipend in addition to salary.)
Friday: Off
Weekend hours.
Effective Date: July 1, 2025

JOB SUMMARY

The Coordinator of Sacred Music is responsible for collaborating with clergy, staff, ministry leaders, volunteers, and musicians to plan and execute the music for parish liturgies and lead the faithful in music that is suitable for parish liturgical celebrations. The Coordinator of Sacred Music develops and directs cantors and musicians to provide sacred music on Sundays and other special liturgies in accord with the liturgical norms of the Catholic Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with the Liturgical musicians and pastor putting together a schedule of musicians.
- Approve check requests for the payment of musicians for all liturgies at all sights and submit these to the Administrative Assistant for processing.
- **Musical duties:**
 - Coordinate music for all weekend Masses, Sacramental Masses, Holy Days, Parish Reconciliation Services, National Holidays, and other services and Masses as needed.
 - Play the organ or piano for weekend liturgies, as well as Sacramental Masses, Holy Day, Parish Reconciliation Services, National Holidays, and other services and Masses as needed.
 - Select music/hymns for all weekend Masses, Sacramental Masses, Holy Days, Parish Reconciliation Services, National Holidays, and other services and Masses as needed.
 - Coordinate the organist and cantor schedule and distribute music planners in a timely fashion.
 - Direct the St. Liborius Choir(s).
 - Coordinate the hiring of additional instrumentalists for Christmas and Holy Week.
 - Rehearse with cantors as needed.
 - Oversee maintenance of pianos and organ.
 - Maintain the music library.
- **Administrative duties:**
 - Attend all staff meetings and Worship Commission meetings, as well as planning sessions with clergy as needed.
 - Develop and monitor music/liturgy budget.
 - Create worship aids as needed.
 - Other duties as assigned by the pastor.

QUALIFICATIONS

- Practicing Catholic who understands and supports the teaching and dogma of the Roman Catholic Church and who acts as an example and serves as role model in their personal life.
- Has a sense of God's call to this ministry and carries out the ministry in humble service to the parish.
- Communicates in a professional, positive, and supportive manner at all levels.
- Effective communication skills for written communications and verbal interactions with volunteers, guest musicians, and all parishioners.
- Displays a true Christian example of patience, compassion and understanding.
- Bachelor of Arts degree in liturgical music, music performance, music education or related field preferred.
- Has proven skills in administrative work and interaction with others.
- Proficiency in relating to and working cooperatively with parishioners.
- Strength in administrative, planning, problem-solving, and organizational skills.
- Commitment to continuous personal growth in spirituality and education.
- Demonstrated ability to set priorities and organize work effectively and efficiently.
- Ability to compose correspondence and reports.
- Ability to take initiative, be a self-starter, and follow directions.
- Ability to learn and adhere to office procedures.
- Ability to honor and maintain absolute confidentiality both within and outside of the office in regard to any and all parish business.
- Evidence of a strong background and knowledge of liturgical music and liturgy in the Roman Catholic Tradition.
- Ability to play organ and piano and conduct a choir.
- Demonstrate proficiency with Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- Ability to relate to the diverse universe of the parish in a positive and professional manner.

SALARY

Salary range is \$23,000 - \$27,000 per year, depending on experience and qualifications.

BENEFITS

- Paid personal leave days.

WORK ENVIRONMENT

- This is a part-time, exempt, unbenefited position.
- Working presence in the church each week as required by the liturgical schedule or as scheduled by the Pastor.
- Flexibility of schedule when needed and must be approved in advance (except for illness) by the Pastor.
- Reliable transportation is required.
- Employment or voluntary activities or opportunities outside the parish must not conflict with normal liturgical responsibilities or other investments of time standard to the position defined in WORK SCHEDULE STATUS above.

- Miles traveling between church or school will be reimbursed at the rate stipulated by the IRS, recorded by the Sacristan, and approved by the Pastor.
- Reimbursement for continuing education credits specifically associated with the Sacred Liturgy up to \$500 annually as approved by the Pastor.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

To apply for this opportunity, please send a cover letter and resume to humanresources@dioceseofjoliet.org Please reference Parish Coordinator of Sacred Music in the subject line of email.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Pastor of Saint Liborius and Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.