

**ASCENSION CATHOLIC CHURCH**  
**MUSIC MINISTER**  
**Job Description**

**Mission:** To give expression of God's faithful love and the Ascension Community's faith response through music at parish liturgies.

**Required Knowledge, Skills and Abilities:** Proven skills in the areas of music and coordination. Ability to work both independently and as a member of a pastoral team. Must be flexible, creative and responsible.

**Minimum Qualifications:** Bachelor's Degree or equivalent in music and liturgy. Proficient in at least one performance area (e.g., keyboard, choral, voice). Active member of a Roman Catholic parish faith community. Possess a thorough understanding of the musical, liturgical and pastoral judgments that must be made in selecting music for liturgy

**Primary Responsibilities**

- ❖ Assist the liturgy planning team in designing, planning, and evaluating liturgical Celebrations.
  
- ❖ Oversee the parish choirs.
  - Communicate regularly with the coordinator of the Spanish masses  
Communicate with the Spanish music director in planning bilingual masses
  - Rehearse and lead the English choirs at the 5 pm Saturday Vigil Mass and the 9 am Sunday Mass
  - Be proficient on keyboard
  - Plan an appropriate selection of liturgical music
  - Be proficient in using Liturgy.com and other planning platforms
  - Recruit, train, and schedule cantors
  - Recruit and schedule accompanists and instrumentalists
  
- ❖ Attend Parish Staff meetings
- ❖ Prepare the music budget.
- ❖ Oversee the purchase of music and supplies
- ❖ Maintain piano, instruments and equipment in good condition