

St. Anne Catholic Church Coordinator of Music, Keyboardist

Job Description

Alternate: [Full-time Music Minister Version](#)

Summary

The Coordinator of Music, Keyboardist, provides organ and piano leadership at the liturgies of Saint Anne Catholic Church and School, accompanying the assembly, the cantors, the parish choir, and the student choir, and coordinates the portions of the parish music program assigned by the Pastor. The position sustains congregational singing from the console, supplies the accompaniment on which the parish choral program depends, and carries the instrument stewardship, rehearsal support, and music library work of the parish music ministry.

Employer & Supervisor:

Fr. Tom Lawrence, Pastor, St. Anne Catholic Church, Bristol, VA, or his designee

Working Relationships:

Pastor, the other Coordinator of Music (or Music Minister), Business Manager, Office Manager, Director of Faith Formation, Youth and Young Adult Minister, Bookkeeper, Facilities Supervisor, School Principal, School Music Teacher, volunteer cantors and choir members, the Spanish choir, wedding couples and funeral families

Responsibilities & Tasks:

Keyboard Leadership at Liturgy

- Plays the three English weekend liturgies, the Saturday vigil and the two Sunday morning Masses, accompanying the propers, the hymns, the responsorial psalm, the gospel acclamation, and the congregational parts of the Order of Mass
- Supplies entrance, offertory, communion, and recessional music suited to the liturgical season and to the character of the parish instruments
- Improvises and extends music to cover liturgical action of unpredictable length, including the entrance procession, the preparation of the altar, communion, and the recessional
- Plays the weekly School Mass and accompanies the weekly after-school student choir rehearsal
- Plays holy days of obligation and the special liturgies designated by the pastor (All Saints, All Souls, Christmas Eve and Christmas Day, Holy Thursday, Good Friday, the Easter Vigil, Easter Sunday, Assumption, Annunciation, other Holy Days of Obligation, Lessons and Carols, Tenebrae, penance services, etc.)
- Supports the chant of the Roman Missal and of the parish repertoire in the manner each piece requires, sustaining or accompanying where that serves the rite and withdrawing where the chant stands unaccompanied
- Plays weddings and funerals as scheduled, work that falls outside the typical week

Choir and Cantor Accompaniment

- Accompanies the parish choir at weekly rehearsal
- Rehearses privately with cantors on psalm settings
- Directs the choir from the console when the situation requires it and when qualified to do so
- Accompanies additional vocal and instrumental ensembles as the parish music program develops

Instrument Stewardship

- Monitors the condition of the parish organ and pianos and reports mechanical, tuning, and regulation needs to the Facilities Supervisor
- Coordinates the tuning and maintenance schedule with the parish technician, timing the work around the liturgical calendar
- Observes the humidity, temperature, and access conditions the instruments require, and reports conditions that put them at risk
- Maintains the console, bench, and music desk in an orderly state for substitutes and guest musicians

Music Program Coordination (variable/optional based on musical team)

- Maintains the parish choral, keyboard, and congregational music library, including the purchase, cataloging, and distribution of scores
- Maintains the parish reprint and streaming license records, works within the licenses the parish holds, and prepares the reporting those licenses require
- Prepares participation aid and worship aid music content for the Office Manager
- Coordinates with the Spanish choir on shared repertoire and on the bilingual liturgies of the parish year, as assigned
- Receives and coordinates music requests from wedding couples and funeral families, meets with them, and communicates parish and diocesan music norms
- Contributes to the selection of music for parish liturgies, with final selection resting with the Pastor or his designee
- Recruits and schedules qualified substitute keyboardists, and prepares the materials a substitute needs to play without rehearsal
- Initiates and terminates the live streaming of liturgies as assigned, often more than once in a week
- Serves as a resource in preparing music for sacramental liturgies (baptisms at Mass, First Communion, Confirmation) and for OCIA rituals
- Applies the music instructions of the U.S. Bishops' Committee on Divine Worship and the guidelines of the Diocese of Richmond, in consultation with the Pastor or his designee

Meetings and Parish Participation

- Attends individual meetings with the Pastor or his designee
- Attends parish staff meetings and Liturgy Committee meetings as scheduled
- Participates in music and liturgy programs of the Diocesan Office of Worship when available and when hours permit
- Contributes to long-range planning for the parish music ministry
- Carries other duties as assigned by the Pastor or his designee

Choral Direction and Program Leadership

The Coordinators of Music share this work according to the ability and interest each brings to it; its distribution between them rests with the Pastor.

- Conducts the parish choir at rehearsal and at liturgy
- Plans the seasonal repertoire of the parish music program, in consultation with the Pastor or his designee
- Prepares the music plan for the liturgies of the year, including the Sacred Triduum and the principal feasts
- Selects choral repertoire suited to the choir's present size and ability, and builds its range by degrees
- Shapes the choir's blend, balance, and interpretation in rehearsal and carries that work through to the liturgy
- Plans and leads the seasonal choral undertakings of the parish, Lessons and Carols and Tenebrae among them

Qualifications:

Required

- Undergraduate study in organ, piano, church music, or sacred music
- Experience as an organist or accompanist in a church setting (preferably a Catholic parish)
- Organ technique adequate to lead congregational singing, including independent pedal work and registration suited to the room and the season
- Piano technique adequate for choir rehearsal, School Mass, and ensemble accompaniment
- Sight-reading at service tempo, including hymnody and moderately difficult choral accompaniment
- General working knowledge of the Roman Catholic liturgy, the liturgical year, and the structure of the Order of Mass (perhaps from previous parish accompaniment or Mass playing; can be easily learned)
- Willingness to uphold the teaching and discipline of the Catholic Church in public conduct and in the exercise of this ministry
- Completion of diocesan safe environment training and background screening before beginning ministry, and compliance with those requirements throughout employment

Preferred

- Accompaniment of chant, including support of the chants of the Roman Missal
- Improvisation on a given theme to a stated length
- Choral conducting from the console
- Conversational Spanish sufficient to play the bilingual liturgies of the parish year

Behaviors/Values:

Stewardship

Caring for my colleagues, volunteers, parishioners, and inquirers so they will know Christ through me and be inspired to give themselves in response

- Placing care for people over the natural inclination to be critical, judgmental, or task-oriented
- Warm and friendly spoken and written communication

- Attentiveness to others' needs, understanding of others' perspectives

Courage

Taking risks and initiative for the sake of the Gospel, to step outside my comfort zone at times when I might automatically act with fear or timidity

- Speak up when I have something to contribute
- Speak up when I have concerns about a course of action
- Engage in healthy conflict to work towards peace
- Have a positive attitude when approaching situations that challenge me, rather than starting from a place of expecting failure or criticism

Flexibility

Adapting and responding calmly and positively to changes in my environment

- Be open to others' ideas and the possibilities they bring even if they are very different than mine
- Stay calm and positive when unexpected changes in plan occur
- Be more attuned to how I can adapt my own behavior to accommodate the needs of others

Trust

Believing that others will uphold and fulfill their responsibilities and will not take advantage of me

- Allow others the space to do what they need to do and give them the benefit of the doubt
- Allow myself to be vulnerable, both personally and professionally
- Not offer to take on projects purely because I believe I would do a better job, but rather because I genuinely want to help

Working Conditions:

Scheduled as part time (but a full-time position is a possibility). Evening, weekend, and holy day service is inherent in the position. Weddings, funerals, and the concentrated liturgies of Advent, Christmas, the Sacred Triduum, and Easter arrive in bursts rather than in even weekly increments. The work requires sustained playing at the organ console with independent pedal work, movement between the organ and the piano within a single liturgy, and movement among the church, the school, and the parish office. Practice access to the parish instruments is provided.

Performance Appraisal:

The employee is generally evaluated annually according to the appraisal process available from the Office of Human Resources.

FLSA Status:

This position is non-exempt under the Fair Labor Standards Act. The employee records all hours worked, is compensated at the regular hourly rate for every hour worked in a burst week, and receives overtime compensation for hours worked beyond forty in a workweek.

Salary & Benefits:

This position is a diocesan [M/A-3 classification](#), compensated on an hourly basis. Other details, benefits, and guidelines are outlined in [Called to Work in Harmony](#).

Contact/Apply

[Fr. Tom Lawrence](#)

Include cover letter, resume, and any other relevant information (performance links, etc.)