



# St. Mary Student Parish

Catholic Campus Ministry at the University of Michigan

## Music Coordinator

### I. Introduction

St. Mary Student Parish (SMSP), located in Ann Arbor, MI, is a Diocesan parish, staffed by Jesuits serving the faculty, staff, and students of the University of Michigan as well as resident parishioners. SMSP celebrates seven weekend masses (one in Spanish) and offers spiritual formation programs for undergraduates, graduate students, young professionals, and our resident parishioners. In addition to our in-person masses, we do live stream two of our weekend masses.

### II. Overview

This position is responsible for coordinating liturgical music for our sacramental celebrations (i.e. weekend masses, weddings, funerals, etc). This includes selecting music, scheduling accompanists and ensuring the maintenance of our musical equipment. This position reports the Pastor. This is an hourly position, with up to approximately 15 hours per week which includes some evenings and weekends.

### III. Specific Responsibilities

- Coordinate and select liturgical music for parish liturgies, including Holy Days
- Coordinate and select liturgical music for wedding and funerals
- Recruit, develop and schedule music ministers, choir directors, accompanists, and other coordinators for weekend masses and other occasions
- Musically participate in sacramental celebrations and lead individual choir rehearsals whenever appropriate and necessary
- Recruit and direct choir for major liturgical celebrations such as Christmas and the Triduum
- Provide and encourage training for cantors, choir members, and accompanists including workshops and conferences
- Work with Presiders to provide coaching to singers and accompanists
- Organize, build and maintain the music library
- Coordinate copyright permission and parish financial responsibility to publishers.
- Prepare worship aids as necessary including but not limited to creating music PDF's for our streamed masses
- Coordinate the maintenance of piano, organ, and ancillary equipment in conjunction with parish staff
- Accompany rehearsals and masses as available/where needed
- Attend bi-weekly staff team meetings and bi-weekly 1:1 meetings with the Pastor.

### IV. General Qualifications and Expectations

1. 3+ years of relevant experience
2. Experience in and knowledge of Catholic liturgy and liturgical calendar
3. Ability to play the piano/organ
4. Ability and willingness to work with a wide variety of talent as we are a diverse parish – we have students, staff and faculty members from the University, families, and long time parishioners
5. Music choices should reflect and reinforce the day's readings and the liturgical season, be appropriate for the part of the mass, and represent a breadth of musical styles
6. Participation of the assembly should be a primary goal – i.e. some familiar music used each week but an intentional blend of established traditions and new ideas
7. Must pass a background check and attend Virtus Child and Youth Protection Training
8. Experience working as a leader and supervising others
9. High level of professional and ethical conduct
10. Self-motivated, flexible, and personable
11. Practicing Catholic
12. Bilingual with English and Spanish is a plus

**V. To Apply** Email resume and cover letter to Cathy Welch, [cwelch@smspnewman.org](mailto:cwelch@smspnewman.org).