

Music Ministry Coordinator

Christ of the Desert, Palm Desert

Full Time: 10 hours per week. Pay Rate: \$17.00/hour

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

POSITION SUMMARY:

The Music Ministry Coordinator, part of Parish Liturgy, is entrusted with the stewardship of sacred music and the enhancement of parish worship. Using musical and liturgical expertise, the Coordinator leads and accompanies the faithful in sung prayer, directs choirs and musicians, and ensures all music reflects the teachings and traditions of the Catholic Church. This role supports the Pastor and parish staff in fostering full and active participation in the liturgy while upholding diocesan and parish guidelines.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Provide musical accompaniment for Sunday Masses and other liturgical celebrations (e.g., Christmas, Easter, diocesan events, weddings, funerals).
2. Lead and rehearse choirs, cantors, and instrumentalists to ensure quality liturgical music.
3. Select and prepare music appropriate to the liturgical season and readings.
4. Encourage congregational participation through strong vocal and instrumental leadership.
5. Maintain with Parish Manager; parish musical instruments, hymnals, and sound equipment.
6. Collaborate with the Pastor, Director of Liturgy, and parish staff in planning music for all liturgies.
7. Stay informed of diocesan and USCCB liturgical music guidelines.
8. Participate in ongoing professional and liturgical formation opportunities.
9. Ensure compliance with all diocesan Safe Environment and training requirements.
10. Perform other duties as assigned.

QUALIFICATION GUIDELINES:

1. Bachelor's degree in Music, Liturgical Music, or related field, or equivalent experience.
2. Minimum of 3 years' experience in parish music ministry or Catholic liturgical setting.
3. Proficiency [preferred not required] in at least one primary instrument (organ, piano, or guitar).
4. Ability to read and interpret sheet music and accompany a variety of musical styles, including traditional and contemporary.
5. Strong understanding of Catholic liturgy and the Order of the Mass.
6. Experience coordinating choirs, cantors, or ensembles.
7. Knowledge of Spanish Catholic hymnody is a plus.
8. Excellent organizational, leadership, and communication skills.
9. Collaborative and pastoral approach to ministry.
10. Bilingual (English/Spanish) preferred not required.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, and carrying up to 40 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send your cover letter and resume to:

Attn: Eileen Salazar

Email: esalazar@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.