

Saint Mary
340 Union Street, Bedford, Ohio 44146 (440-359-8205)

July 22, 2019

Job Description: (Part-time music minister)

The following is the job description for the part-time music minister at Saint Mary, Bedford, beginning August 10, 2019.

1. Plan and play music for the Sunday celebration of Mass.
 - a. One 4:00pm Saturday Vigil Mass
 - b. One Sunday Mass at 9:15am
 - c. If the music minister is unavailable to play at the other church in the Catholic Community of Bedford (Our Lady of Hope), you would have the right of first refusal to play the 11:00am Mass.
2. Plan and play music for the five Holy Days of Obligation, assuming that each feast is a Holy Day of Obligation for a given year. Typically this will entail one Vigil Mass and one Mass on the Feast Day.
3. Plan and play music for special feast days that are not Holy Days of Obligation: Ash Wednesday, Sacred Triduum, All Soul's Day, Thanksgiving Day.
4. Play all wedding and funeral Masses.
5. Schedule choir practice up to 40 practices per year at the discretion of the Music Director.
6. Submit purchase requests for choral music and Mass parts for choir and cantors, and OCP Psalm Books/OCP Keyboard Accompaniment for cantors to the parish office.
7. After consultation with the pastor, schedule appropriate maintenance of the organ/piano with church paying for the service calls.
8. If unable to play for any of the above liturgies/Masses, music minister will arrange for a substitute who will be paid appropriately by the church.

Reverend Joseph Seebauer (Pastor of Saint Mary and Our Lady of Hope)