

JOB DESCRIPTION

Date Prepared: 6/25/25

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Christ Cathedral Parish, Diocese of Orange

POSITION TITLE: Head of Hispanic Music Ministry
JOB CLASSIFICATION: Exempt – Full Time
DEPARTMENT: Music & Liturgy
REPORTS TO: Christ Cathedral Head of Music Ministry
SUPERVISORY RESP.: Yes
SCHEDULE: Varies - Day, Evening, Weekends
PAY RANGE: \$70K - \$85K

POSITION SUMMARY:

Under the supervision of the Cathedral Organist and Head of Music Ministry, the Head of Hispanic Music Ministry will oversee the Hispanic music program at Christ Cathedral. In collaboration with the Music Administrator, the Head of Hispanic Music Ministry will serve as a member of the Cathedral Music staff in supporting the overall Cathedral Music program for both Parish and Diocesan liturgies and events.

QUALIFICATIONS:

- Master of Arts (MA) with music concentration; Master of Music in Organ Performance or Church Music preferred.
- Proficiency in Office 365 (Word, Excel, PowerPoint) and music notation software (Dorico, Sibelius, or equivalent).
- Familiarity with the norms of the Roman Catholic liturgy or equivalent liturgical experience.
- Accounting background a plus.
- A minimum of three consecutive years working in liturgical music.

ESSENTIAL FUNCTIONS:

Serve as a member of the Cathedral Music staff under the supervision of the Head of Music Ministry to provide for the Hispanic music needs of the Cathedral and collaborate as assigned in supporting the overall Cathedral Music Program.

Serve as a member of the Cathedral Music Staff

Support the needs of the Cathedral music program especially representing the Hispanic community.

- Represent the Hispanic Music Ministry
- Collaborate with the Head of Music in providing music for Spanish and Bilingual Parish/Diocesan events and liturgies.
- As assigned, assist with other major Parish/Diocesan events and liturgies staffed by the Music Department including singing in and supporting the Diocesan Adult and Children's Choir, and helping with the Cathedral Concert Series.
 - Recruit, train, and prepare additional volunteers to serve as singers and instrumentalists for all Spanish Masses.
 - Collaborate in planning music for Weddings and Funerals in Spanish.
- Other duties as assigned.

Collaborate with the Supervisor in providing music for the parish Spanish Mass

- Collaborate with the Head of Music Ministry to plan the repertoire for congregational, choral, and organ music.
- Collaborate with the Head of Music Ministry in directing weekly rehearsals during the choral season for the Spanish Choirs.
- Collaborate with the Head of Music Ministry in serving as director and organist for the Spanish Masses.
- Collaborate with the Music Administrator in providing the administrative needs of the Spanish Cathedral Choir.
 - Recruit, Coordinate, and prepare musicians, including regular rehearsals, for the musicians or

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ensembles for staffing liturgies as needed.

- Collaborate with the Music Administrator in providing the administrative needs of these liturgies.

Provide the administrative needs of the Hispanic Music Ministry

- In collaboration with the Music Administrator, schedule singers and instrumentalists for all parish daily/weekend Masses.
- In collaboration with the Music Administrator, schedule singers and instrumentalists for all Spanish special liturgies to include but not limited to; Holy Days of Obligation, Holy Week services, and Our Lady of Guadalupe Masses.
- Maintain regular schedule for weeknight Spanish Masses
- In collaboration with the Music Administrator, schedule singers and instrumentalists for all Parish Spanish events and liturgies including sacramental celebrations.
- Prepare Powerpoints (or worship aid materials) for all Spanish Liturgies.
- Work with the librarian to prepare and provide sheet music for all musicians serving Spanish events and liturgies.
- Provide updated musicians and choir rosters to the music administrator.
- Provide other administrative duties as needed in collaboration with the music administrator.
- Communicate sound and A/V needs for Spanish events and liturgies to the A/V and sound ministries.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements/Work Environment

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel, crouch and crawl, and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work. Works extensively in an office and classroom environment sitting and standing for long periods of time. The employee is frequently required to reach with hands and arms. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.*

WORK ENVIRONMENT:

Typical Working Conditions:	Office environment, classroom environment
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.

**The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. Other related duties may be assigned and changed at any time.*

Email resume to: gthomsen@christcathedralparish.org