

# Church of the Guardian Angels Chaska, MN

## Position Description

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**Date:** July 1<sup>st</sup>, 2026

**Position:** Accompanist for the Adult Choir

**FLSA Classification:** Non-exempt

**Hours:** Part-time, variable (approximate range of 2-8 hours per scheduled week)

**Benefits:** Not eligible for medical benefit. Eligible to participate in the 403(b) plan.

### **Purpose of the Position:**

Accompanies the adult choir and the liturgical assembly by keyboard instrument in song, fostering full, conscious, and active participation of all assembled to worship in a variety of sacred music. In doing so, promotes meaningful and positive experiences of public prayer and shared sacramental life in a manner that is faithful to the Church's guidelines on sacred liturgy and promotes the stated mission of the parish.

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### **Reporting Relationships:**

- Directly Reports to the Pastor.
  - Receives work direction from the Director of Music, Presider of Liturgy, Deacon, and Business Administrator.
  - Works with volunteer and paid cantors, instrumentalists, and volunteer music ministry assistants in a cooperative relationship.
  - Receives direct reports from no one.
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The responsibilities listed below are representative of the job and are not inclusive. **Those preceded by an asterisk (\*) are essential functions of the job.** Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

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### **Church Employment Responsibilities:**

\* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, such that can embarrass the Church or give rise to scandal. It is preferred that this employee be an active, participating Roman Catholic. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

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## **Representative Responsibilities:**

- \*Be prepared, on time, and ready for all scheduled hours, to rehearse all liturgical music as provided by the Director of Music with the cantor and choir. Be prepared, ready, and on time for all scheduled hours for each scheduled Mass or other liturgical event.
- \*Rehearse with the adult choir at scheduled rehearsal times prior to the scheduled weekend liturgy, on Tuesday evenings, and as deemed necessary by the Director of Music.
- \*Arrive at church approximately 1 hour prior to Mass. Prepare and set up the piano area, then rehearse with the respective scheduled cantors and instrumentalists for the remainder of the time before Mass. After Mass, take up to fifteen minutes, when needed, to put music away and close down the piano area.
- \*Rehearse for other liturgies such as holy days etc., for approximately 1 hour before the scheduled liturgy, or for more or less time as deemed necessary by the Director of Music.
- Be available to provide accompaniment for other liturgical events such as anointing Masses, reconciliation services, baptism services, ecumenical services, etc.
- \*Recognize when situations require more effort, putting in more time if needed, satisfying responsibilities in a timely manner to ensure that liturgical events are well-prepared for.
- \*Receive direction from the Director of Music regarding selected music, rehearsal time needed outside of group rehearsals, and the level and type of leadership needed as the accompanist to facilitate and ensure quality presentation of music.
- \*Accurately record on time sheet the amount of time spent for accompanist duties (to the nearest ¼ of an hour). All rehearsal hours are subject to approval by the Director of Music. Time sheet to be submitted to the Business Administrator.
- \*Make special effort to find a substitute by communicating with other keyboard accompanists and the Music Coordinator, when necessary, to ensure accompanist coverage for scheduled liturgies.
- \*Help create an environment of harmony, good morale, adequate communication, and cooperation.
- \*Promote and support the goals and objectives of the Church of the Guardian Angels and the Church as a whole.
- \*Respond to phone calls, e-mails, and other communications from the Director of Music, volunteer music ministry assistant, and presider.
- \*Watch safety videos from Catholic Mutual, our insurance company, online and complete quizzes within a two-year cycle of frequency in order to work safely and limit exposure to liability (requires approx. 2 hrs. to complete).

The responsibilities and activities listed above are intended to describe the general nature and level of work performed and assigned to this position. They are not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks are outlined in supplemental documents.

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## **Competencies:**

- Ability to adjust musical performance while reading music for the benefit of the group.
- Ability to lead musical groups including choirs and ensembles is a plus.
- Demonstrate good listening and communication skills through phone, writing, and public speaking.
- Demonstrate being welcoming and hospitable to people of all ages and backgrounds.
- Work effectively and collaboratively with others.
- Able to maintain a positive, professional, and helpful attitude.
- Highly organized and attentive to details.
- Ability to plan and meet deadlines.
- Be self-motivated and work with little supervision.
- Be professional, pleasant, and courteous, when dealing with difficult situations.

**Mental Demands:**

- Project a professional image as a musician.
- Work well with staff, parishioners, volunteers, and the extended community in a team environment, assisting others when needed.
- Patience with people, appropriate enthusiasm, and a fundamental optimism in the face of challenges.
- Plan, organize, and meet deadlines.
- Make decisions with little direction.
- Be professional, pleasant, courteous, service-oriented, and in keeping with Catholic, Christian values even when exposed to negative influences.
- Maintain confidentiality.
- Keep supervisor, Director of Music, and other musicians informed in a timely manner.
- Work under stress and remain calm and in control.
- Be flexible in working a variety of hours including weekends and some evenings.

**Physical Demands:**

- Work the hours required to perform job duties which should normally be accomplished in 2-8 hours per week.
- Lift and move up to 30 pounds using proper lifting techniques.
- Move quickly and easily to and from various locations in the complex.
- Use stairs including leading up to a balcony.
- Hear and talk by phone and communicate with adequate proficiency by electronic means.
- Be aware of what is taking place around oneself and respond appropriately.
- Sit for extended periods.
- Play piano and/or organ for lengthy periods of time.

**Work Environment:**

- Indoors in rehearsal spaces.
- In the balcony for Mass and some rehearsal time.

**Job Qualifications:**

- High school graduate.
- Familiarity with music in Roman Catholic liturgy and with Roman Catholic liturgy itself.
- Demonstrate proficiency in piano/organ skills and ability to read music.
- Some knowledge of sound systems.
- Detail-oriented and highly organized.
- Successfully complete employment background check, complete VIRTUS training, and agree with and sign a Code of Conduct.
- Desire to represent the Church of the Guardian Angels well and according to the teachings of the Church.
- Self-motivated, self-directed, and flexible.
- Ability to work well with clergy (Pastor, visiting Priest and Deacon)
- Ability to work well with Director of Music, cantors and other instrumentalists.

## Equal Employment Opportunity Statement

It is the policy of the Parish to provide equal employment opportunity to all qualified persons without regard to race, color, religion, creed, sex, marital status, disability, age, national origin, and status with regard to public assistance, and any other classifications protected by applicable law that do not violate teachings of the Catholic Church, as defined by the *Catechism of the Catholic Church*. Employment practices are intended to ensure that all individuals are recruited, hired, assigned, advanced, compensated, and retained on the basis of their qualifications. Exceptions to this nondiscrimination policy may be necessary when based upon a bona fide occupational qualification or in compliance with the teachings of the Catholic Church.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Signature of Employee:

Date:

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Supervisor: I have reviewed this job description and agree it is an accurate representation of the responsibilities performed in this job.

Signature of Supervisor:

Date:

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