



Liturgy Director

Position Description:

I. IDENTIFYING INFORMATION:

Status: ___ Full-time ___ Part-time
 ___ 10 month ___ 12 month
 X Exempt ___ Non-Exempt ___ Volunteer

Reports to: PASTOR

II. PRIMARY FUNCTION OF THIS POSITION

The Liturgy Director is responsible for facilitating the worship life of parish community by coordinating and providing quality liturgical and musical experiences, which celebrate and strengthen the community's journey faith.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

The Director of Liturgy is a member of the pastoral team.

- Planning and staffing of all public worship services for the parish including weekend masses, Holy days, liturgical themes and other spiritual ceremonies.
- Assists the pastoral staff in making informed liturgical decisions.
- Attends regular meetings such as staff, liturgical and planning meetings.
- With the Liturgy Committee and pastoral staff plans and implements liturgical worship according to the norms of the rites and the Church
- Assists in the liturgical formation of the parish through appropriate vehicles of communication such as bulletin, verbal announcements, liturgies, workshops or seminars.
- Recruits, trains, schedules and coordinates the liturgical ministers of the parish, such as lectors and Eucharistic ministers.
- Acts as chair/staff liaison to the liturgy committee.
- Purchases liturgical supplies from appropriate vendors: e.g. hosts, wine, candles, vestments, incense, etc. Oversee the maintenance and good condition of the

- liturgical supplies and implements owned by the church such as banners, chalices, and candlesticks.
- Supervises the worship environment within the constraints of budget, imagination, liturgical season and the will and expectations of the parish
 - Is active and resourceful in the appropriate diocesan organizations and liturgical events.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND /OR ABILITIES (SKAs)

- Theology
- Liturgy Development
- Liturgical Theory and Practices in Vatican II Catholic Liturgy
- Program Planning and Coordination
- Communication and Relationship
- Administration and Management

B. EDUCATION, TRAINING AND /OR EXPERIENCE

- Requires a BA in Theology, Liturgy or Pastoral studies or equivalent experience and education.

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURE

- Works with a budget upon consultation with the Pastor and/or Business Manager.

VI. PHYSICAL DEMANDS/ WORK ENVIRONMENT

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear and occasionally required to climb stairs; balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is not exposed to weather conditions.

VII. WORKING SITUATIONS:

Requires some variable hours and on call response after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events or

the ability to arrange coverage. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers, after mass functions, etc. Local travel for business purposes and occasional overnight travel for parish training, etc may also be required.

Employee's Acknowledgment and Acceptance:

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In these times of great change, ministry takes many forms and goes many directions. All positions at the parish must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

Employee's Signature

Date