

## **JOB DESCRIPTION**

Position Title: Director of Liturgy

Supervisor's Title: Pastor

### **Job Summary:**

Engaged facilitation and leadership of the liturgical experience in worship life of the parish through application of Catholic liturgy according to the vision of the Second Vatican Council.

### **Knowledge, Skills, & Abilities:**

#### **K: Knowledge**

1. Bachelor's degree or equivalent
2. Three years' experience leading Catholic liturgy, including liturgical documents required.
3. Knowledge of the Roman Missal, lectionary, liturgical year, liturgical norms and regulations, and liturgical tradition and practice.
4. Supervisory experience preferred
5. Working knowledge in MS Office products.
6. Must have a valid driver's license for the State of Wisconsin.
7. Practicing Catholic required.
8. Bilingual Spanish/ English beneficial, not required

#### **S: Skills**

1. Professional working attitude and collaborative approach.
2. Strong verbal and written communications skills.
3. Strong organizational skills.

#### **A: Abilities**

1. Ability to multitask and prioritize.
2. Ability to make decisions, attentive to details, and troubleshoot.
3. Ability to maintain confidentiality.

### **Duties and Responsibilities:**

#### **Administrative Responsibilities**

- Directs the operation of the respective direct reports, e.g., schedules or supervises scheduling of, supervises, and evaluates volunteers.
- Coordinates and provides initial and ongoing formation of ministries in the areas of liturgy, ushers/greeters, art & environment, lectors, Eucharistic ministers, servers, gift bearers, and linen
  - Recruit (new and existing), screen, train, enrich, and recognize ministers.
  - Meets regularly with ministry teams, e.g., practices, and meetings.
  - Have a written schedule with backups.
- Coordinates and prepares liturgies, in accordance with Archdiocesan office as appropriate.
- Budget and expenses:
  - Prepares annual budget.
  - Monthly monitor expenses and revenues.
  - Authorizes respective expenditures within the approved budget.
- Attends staff meetings. Attends other meetings at the request of the Pastor.
- Acts as a resource (not member) for Pastoral Council.

**Liturgical and Worship Ministry:**

- Collaborates with the Pastor/Priest to manifest his vision for the liturgical year, liturgical season, and sacramental celebrations.
- Coordinates the liturgical spirit of the parish and fosters hospitality and harmony.
- Be available to be present at all weekend and holy day liturgies as well as non-holy day celebrations.
- Prepares written liturgical schedule for the year
- Follows liturgical norms for Mass/service/rite with attention to aesthetics and needed materials/supplies, e.g., linens, bread, wine, sacred vessels, vestments, etc.
- Forms, develops, and consults with liturgical committee.
- Taps into committees to gain feedback on the liturgical experience for continuous improvement.
- Assist visiting clergy.
- Plan and coordinate practice(s) as needed
- Maintain/Update worship hymnals/worship aids/booklets in coordination with music director
- Inventory liturgical supplies.

**Communications:**

- Create a dynamic image through print, i.e., bulletin articles and social media (with communications director)

**Other:**

- Collaborates with other staff and acts as a resource for parish groups.
- Fosters positive public relations in and outside the parish.
- Attends respective Archdiocesan and Deanery workshops/programs, as needed.
- Other duties as assigned.

**ADA Physical Requirements:**

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 20 pounds.

The physical demands 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.