

POSITION DESCRIPTION

Title: LITURGIST- Full Time Position Risen Savior Catholic Church

Reports to: Pastor

GENERAL DESCRIPTION:

Responsible for facilitating the worship life of the parish community by coordinating and providing quality liturgical experiences which celebrate and strengthen the membership's journey of faith.

JOB RESPONSIBILITIES:

Coordination and Administration

1. Directs the parish worship program, including the planning of liturgical seasons, sacramental celebrations and the liturgical calendar.
2. Coordinates all persons involved in liturgical ministries: presiders, lectors, special ministers of the Eucharist, servers, musicians, sacristans, ushers, etc.
3. Prepares and manages the worship budget in consultation with the office manager.
4. Provides for periodic evaluation of the quality of the worship celebrations and liturgical ministries.
5. Oversees the aesthetic decor and cleanliness of the worship space, the provision of sacred vessels and vestments, the maintenance of an effective sound system, the purchase of missalettes, and other resources.
6. Serves as member of the parish staff. Collaborates with other parish staff members to provide assistance or consultation for their worship responsibilities.
7. Recruits persons for various liturgical roles, attempts to involve new members, parishioners of all ages and diverse parish subgroups.
8. Coordinates the scheduling of all liturgical ministers.

Specific Worship Functions

1. Discerns parish worship and prayer needs and oversees the provision of quality liturgical celebrations and sacramental services.

2. Serves as leader of prayer when appropriate.
3. Is visibly present to main parish groups at principal parish events and is attuned to the living faith and real concerns of parishioners.

Education Functions

1. Invites, motivates and trains liturgical ministers.
2. Provides for the initial and ongoing formation of liturgical ministers as well as liturgy teams and committees.
3. Educates members of the parish and serves as parish resource for organizations in matters of liturgical understanding, sensitivity, and planning. Makes the final liturgical judgment along with the presider in matters liturgical.
4. Make information available about opportunities for growth including workshops and programs.
5. Keeps abreast of developments in sacramental theology, Canon Law, liturgical practice and diocesan policies and guidelines; updates the parish on these matters.
6. Maintains a liturgy library, which provides current resources.

Other Responsibilities

1. Supervises and/or coordinates the music ministry of the parish.
2. Duties may include some of those listed under the Music Ministry.

QUALIFICATIONS:

1. Active member of a Roman Catholic parish faith community.
2. Related education and experience are necessary to perform basic liturgical coordination responsibilities. This requirement is commonly met with a Bachelor's degree and attendance at workshops on liturgical and related subjects.
3. Parish experience required.

Please mail your resume to Risen Savior Catholic Church, 7701 Wyoming Blvd NE 87109
attention Barb Mallak