



## **ASSOCIATE DIRECTOR OF LITURGY**

### **Summary/Purpose:**

Assists the Director of Liturgy and Music in implementing a comprehensive parish liturgical program. This includes, but is not limited to support, administrative, and pastoral tasks for all liturgies including the coordination, training, and formation of liturgical ministry volunteers, and carrying out related administrative duties as needed.

**Employer:** Saint Bede Catholic Church, 3686 Ironbound Road, Williamsburg VA 23168

**Supervisor:** Director of Liturgy and Music

**Working Relationships:** Associate Director of Music  
Liturgical Ministry Coordinators  
Liturgical Ministry Volunteers  
Parish Staff and Office Volunteers  
Parish Wedding Coordinators  
Parish Funeral Ministry and local Funeral Home Representatives

### **Responsibilities & Tasks:**

Attending one weekend Mass on regular, rotating basis to observe, monitor, and assist as necessary  
Serving as MC and training others to serve as MC for specific liturgies  
Pursuing activities for professional growth as budget allows  
Administering the funeral planning and preparation process to include production of worship aid, funeral cantor/accompaniment books, and scheduling of cantors  
Ensuring accuracy of all worship aids published  
Regularly interacting with and updating records within Ministry Scheduler Pro (MSP) and OneLicense software  
Recruiting, training, supervising, and assisting liturgical volunteers  
Managing all aspects of liturgical vestments and supplies, including ordering, cleaning, and Invoicing  
Producing of seasonal pew worship aid as assigned  
Maintaining and filing seasonal worship aids and other liturgical items  
Coordinating necessary arrangements (furnishings, candles, oils, etc.) for major liturgies  
Composing Sunday and Holyday Universal Prayer for review  
Maintaining records of host counts for special liturgies  
Submitting requests for liturgy name badges  
Investing sufficient time and preparation to execute the above responsibilities and tasks in a competent and professional manner

### **Shared duties with Director of Liturgy and Music to include but not limited to:**

Interfacing with parish staff and liturgical ministry coordinators

Preparing Presider books for special liturgies  
Following diocesan/parish policies and copyright regulations  
Participating in yearly budget process  
Assisting with ongoing formation for ministries  
Assisting families with funeral planning  
Maintaining parish liturgy webpage and other forms of social media,  
Establishing/monitoring goals, successes, areas for improvement, and continued expectations of ministry volunteers

**Qualifications:**

Bachelor's Degree in Theology or Liturgy; or equivalent education and experience  
Possession of extensive knowledge of Church documents with regard to the liturgy  
Experience in liturgy and liturgical ministries desired  
Strong leadership, communication and organization skills  
Excellent computer skills (e.g., Microsoft Office, Publisher, Adobe, etc.)  
Ability to work independently and exercise sound judgement  
Demonstrated ability to work in a competent and professional manner exemplified by dependability, punctuality, efficiency, and confidentiality  
Required to be a practicing Catholic in good standing  
Bilingual (Spanish) helpful but not required

**Working Conditions:**

Minimum in-office 35 hour work week, additional hours as needed for principal liturgical seasons or liturgies  
Ability to walk throughout the parish campus, including multiple staircases  
Ability to setup of small tables/stands for sacramental liturgies as needed

**Performance Appraisal:** The employee has an evaluation within six months followed by annual appraisals through the appraisal process available from the Office of Human Resources.

**Date:** Position Established February 2024

**FLSA Status:** Exempt

**Salary and Benefits:** Per Diocesan guidelines and *Called to Work in Harmony*.  
Grade M/A-3

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I have read this job description and understand it, and I have received a copy.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date