



ASSOCIATE DIRECTOR OF LITURGY

Summary/Purpose:

Foster the full, conscious, and active participation of parishioners and visitors in the liturgy by assisting the Director of Liturgy and Music in implementing a comprehensive parish liturgical program. This includes, but is not limited to, the formation, coordination, and training of liturgical ministry volunteers, the shared planning, execution, and celebration of all parish liturgies, and the related liturgical, pastoral and administrative duties.

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:

Developing and implementing a plan of ongoing continuing formation for all liturgical ministries
Recruiting, training, supervising, and assisting liturgical volunteers
Identifying, cultivating, equipping, and retaining strong volunteer leaders
Submitting requests for liturgy name badges
Regularly interacting with and updating records within Ministry Scheduler Pro (MSP) and OneLicense software
Serving as Master of Ceremonies for principal liturgies and training others to serve as MC
Administering the funeral planning and preparation process to include production of worship aid, funeral cantor/accompaniment books, and scheduling of cantors
Composing Sunday and Holyday Universal Prayer for review
Seasonal Worship Aids- producing seasonal pew worship aids as assigned, ensuring accuracy of all published worship aids, and filing of those retained
Coordinating necessary arrangements (furnishings, candles, oils, etc.) for major liturgies
Managing all aspects of liturgical vestments & supplies, including ordering, cleaning, and invoicing
Maintaining records of host counts/attendance counts for special liturgies
Pursuing activities for professional growth as budget allows
Attending two weekend Masses on regular, rotating basis to observe, monitor, and assist as necessary
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
- Assisting with ongoing formation for ministries
- Assisting families with funeral planning
- Preparing Presider books for special liturgies
- Maintaining parish liturgy webpage and other forms of social media related to liturgy
- Following diocesan/parish policies and copyright regulations
- Participating in yearly budget process
- Establishing/monitoring goals, successes, and areas for improvement in the liturgical life of the parish

Qualifications:

- Bachelor’s Degree in Theology, Pastoral Studies, Pastoral Ministry, Liturgical Formation, Liturgy; or equivalent education
- Possession of extensive knowledge of Church documents with regard to the liturgy
- Relevant experience in liturgy and liturgical ministries
- Strong leadership, communication, motivational, and organization skills
- Excellent computer skills (e.g., Microsoft Office, Adobe, Ministry Scheduler Pro, etc.)
- Capacity to work independently, exercise sound judgement, and attention to detail
- 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 hours per week, regular additional hours as needed for the planning and liturgical implementation of principal celebrations and seasons
- Typical work week of 4-5 weekdays in-office and two weekend Masses
- 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.

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