

Part-Time Director of Liturgy

St. Luke the Evangelist Catholic Church

SUMMARY

Under the direct supervision of the Pastor and in accordance with established policies, procedures and Church liturgical documents, the Liturgist is responsible for the planning, coordination, and execution of all liturgical celebrations for St. Luke the Evangelist liturgies including Sunday Masses, Saturday evening Vigil Mass, holy days, funerals, and other Masses as assigned. It is understood that this position requires evening and weekend work, and core office hours will be determined by the pastor as well as maintained and advertised to the benefit of both the parish family and the parish staff. The Part-Time Liturgist Director must be a practicing Catholic in good standing with the Church and able to partake in the full sacramental life of the church.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Collaborate with Pastor to plan liturgical and para-liturgical celebrations throughout the liturgical year.
- Ensure that all liturgies reflect the norms and spirit of the Roman Catholic Church.
- Prepare worship aids, liturgical schedules, and seasonal planning documents.
- Ensure that all music selections appropriately reflect the liturgical season, scripture readings, and the parish's culture and traditions.
- Encourage spiritual formation and community among the members of the parish.
- Create a welcoming and inclusive environment that encourages participation from individuals of all ages.
- Coordinate the training of all volunteer liturgical ministers, in collaboration with the Pastor, Parochial Vicar, Deacons, and volunteer leads, in accordance with Archdiocesan Office of Worship guidelines.
- Organize regular training for liturgical ministers, including lectors, altar servers, extraordinary ministers of Holy Communion, sacristans, and greeters.
- Help lead training sessions and workshops for liturgical volunteers with the Pastor, Parochial Vicar, and the Deacons signed to St Luke the Evangelist.
- Responsible for recruiting, training, directing and supervising all liturgical volunteers.
- Keep current on Church documents regarding liturgy.
- Keep the pastor informed of Archdiocesan Office of Worship direction in liturgy.
- Maintain professional skills through personal practice and continuing educational opportunities.
- Perform other duties as assigned by the Pastor to serve the people of God at St. Luke the Evangelist Catholic Church.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Advanced knowledge of Catholic literature.
- Possess full knowledge of Catholic liturgical services;
- Able to work well with volunteers to lead.
- Must understand and ability to use collaborative management skills.
- Knowledge and ability to form group cohesion and consensus as opposed to fragmentation and disunity.
- Must have good leadership skills.
- Strong organizational, communication, and leadership skills.
- Ability to read, analyze, write and effectively present information and respond to questions from parishioners.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Must be willing and able to work flexible hours, including evenings, weekends, and holy days of obligation.
- Must be committed to ongoing professional and spiritual development.

EDUCATION AND EXPERIENCE

Completion of Archdiocesan Liturgical Minister Training Formation Programs is required or must be completed with the first year of employment.

A Bachelor's Degree in Liturgical Studies/Theology or equivalent is preferred.

PHYSICAL DEMANDS 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 per the ADA and the ADAAA. While performing the duties of this job, the employee is regularly required to stand; walk and talk or hear; the Director is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Must be able to frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

OFFICE ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Interested candidates should submit a resume with a minimum hourly rate requirement to **businessmanager@stlukescatholic.com** with the subject line "Part-Time Liturgist Director" Applications without an hourly rate requirement may not be considered. Please, no calls.