



Job Title: Director of Liturgy

Department: Pastoral Staff

Job Grade: M-4

Category: Part Time, 15 hrs/week - Non-Exempt

Reports to: Pastor

Revision Date: June 15, 2020

#### Position Overview:

The Director of Liturgy is responsible for bringing to life our parish mission by creating a robust worship experience that encourages full, active, and conscious participation for all parishioners. As the liturgy is the summit of the Church's activity and the font of her power, it is only in the appropriate coordination of the Church's worship that all worshipers begin to realize the depth of their commitment as the people of God. This coordination is the responsibility of the Director of Liturgy, who must coordinate and provide quality liturgical and musical experiences, which celebrate and strengthen the community's faith journey.

#### Essential Job Functions:

- Works in coordination with the Director of Living and Director of Learning.
- Liturgical
  - Plans and staffs all worship services for the parish including weekend masses, Holy days, liturgical themes, and other parish-wide worship ceremonies.
  - With the pastoral staff, plans and implements liturgical worship according to liturgical seasons and the norms of the rites and the Church.
  - Assists the pastoral staff in making informed liturgical decisions.
  - Oversees the planning and preparation of the environment of the worship spaces for liturgical seasons and other occasions.
  - Manages the Director of Music Ministry, ensuring that the music supports the liturgy.
  - Keeps the parish abreast of developments in sacramental theology, and requirements of canon law, liturgical practices nationally and diocesan policies and guidelines.
  - By the end of the work week, prepare for the weekend liturgy: binder containing special rituals and presidential prayers if needed, Prayer of the Faithful, General Announcement,
- Personnel
  - Oversees the recruiting, training, scheduling, and coordinating of the liturgical ministers of the parish, such as lectors, Eucharistic ministers, ushers, and sacristans.
  - Ensures that ministers at all levels are well trained in their ministry and understand "why" as well as "how" they do it.
- Administrative Responsibilities
  - Purchases, with pastor's approval, liturgical supplies from appropriate vendors: e.g. hosts, wine, candles, incense, etc.

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- Oversees the maintenance and good condition of the liturgical supplies and implements owned by the church such as chalices and candlesticks.
- Prepares an annual budget in consultation with the pastor, parish liturgy committee and business manager, and then works within the constraints of this budget.
- Attends regular meetings such as staff, liturgical and planning meetings.
- Regularly communicates with the Pastor on operational matters that are important for the pastor to know.
- Parish Leadership
  - Attends meetings as necessary with ministry leaders and other parish leaders.
  - Participates in efforts to establish principles of stewardship in the parish.
  - Ensures that all liturgical decisions and strategies are based on the parish mission.
  - Is active and resourceful in the appropriate diocesan organizations and liturgical events.

### Non-Essential Job Functions:

- Expectation is to attend parish functions.
- Continues professional development and spiritual enrichment through professional reading, seminars, conferences, retreats, and institutes, while keeping continuing education costs within budget guidelines.
- Meets with Pastor to discuss professional development.

### Requirements:

- Must be a fully initiated, practicing Catholic in good standing.
- Must have at least studied and have full knowledge of Vatican II's *Sacrosanctum Concilium*, and a working knowledge of Liturgical Theory and Practices.
- Must be able to have flexibility in work hours.
- Must have the ability to work well with others, and group dynamic skills.
- Must have good communication skills, the ability to be a leader and to enable others to come forward in the service of the church.
- Ability to develop strong teams and identify and direct volunteers.

### Other Skills/Abilities:

- Ability to present oneself professionally
- Ability to prioritize and to be flexible
- Must be able to prepare and work within a budget
- Must be able to identify, define and come up with viable solutions to problems
- Passion, or the willingness to become immersed in work

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NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**To apply please submit letter of intent and resume by August 7, 2020 to:  
[frkwame@stcharlesborromeo.org](mailto:frkwame@stcharlesborromeo.org)**