



**PARISH:** Divine Savior Church

**POSITION STATUS:** FULL TIME

**POSITION:** Director of Liturgy & Worship

**CATEGORY:** NEGOTIABLE

**SUPERVISOR:** Pastor/Parochial Administrator & Parochial Vicar.

**JOB SUMMARY:** Foster the full, conscious, and active participation of parishioners and visitors in the liturgical life of the parish. This person of faith is responsible for the effective preparation, coordination, and execution of all aspects of liturgical celebrations of the parish. The Director of Liturgy and Worship shares responsibility in keeping attuned to the living faith and real concerns of the parish community.

**ESSENTIAL FUNCTIONS:**

- Coordinate all aspects of all liturgies for the parish, taking direction from the Pastor/Parochial Administrator.
- Manage the recruitment, formation, and training of all liturgical ministers, including but not limited to Extraordinary Ministers of Holy Communion, Lectors, Musicians, Altar Servers, Sacristans, Tech Ministers & applicable technology, Environment Ministers, Ushers, Greeters, et al.
- Coordinate all aspects of the continuing formation of the parish regarding liturgy.
- Planning funerals and quinceañeras and maintaining good communication with staff regarding receptions and facilities.
- Work collaboratively with the music director/choir director to promote those gathered at liturgical services to a deeper relationship with God and one another.
- Create the annual liturgy budget, ordering liturgical supplies as needed through the office manager.
- Help to establish a cohesive vision of parish liturgical ministry in mind, receive and provide regular feedback, and implement suggestions to and from the Pastor/Parochial Administrator and Parochial Vicar in all areas of liturgical life.

**OTHER RESPONSIBILITIES:**

- Remain familiar with current promulgations/developments/trends in liturgy at the diocesan and national levels. Maintain working knowledge of liturgical documents. Direct liturgical ministers to available training workshops and formational opportunities.
- Maintain contact with the diocesan Office of Worship. Oversee the promotion of all diocesan promulgations and liturgical information or decisions among the affected liturgical ministers and/or the assembly.
- Work to foster unity among parish liturgical ministers, and to create a spirit of collaboration between them and the presider.
- Participate in an annual evaluation/reflection with the Pastor/Parochial Administrator and Parochial Vicar.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's (preferably Master's) degree in pastoral ministry, liturgy and/or music or equivalent experience.

**OTHER:**

- Collaborate with other staff members to support all aspects of parish life by attending staff meetings and helping with events organized by the staff.
- Experience with and understanding of the Order of Christian Funerals and the Rite of Marriage
- Practicing Catholic with thorough knowledge and understanding of the Catholic Church and Roman Catholic liturgy.
- Effective communication and collaboration skills with lay people, religious, volunteers, & staff members of varying ages and backgrounds.
- Ability to maintain confidentiality.
- Ability to prioritize and be flexible.
- Ability to lead and motivate groups.
- Willingness to participate in parish events as requested by the Pastor.
- Familiarity with/ability to learn computer programs for projection screens, Microsoft Office, Volunteer Scheduler Pro.

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EMPLOYEE SIGNATURE

DATE

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SUPERVISOR SIGNATURE

DATE