

## JOB DESCRIPTION

<b>Position Title:</b> Liturgist	<b>Status:</b>
<b>Department:</b> Pastoral	<b>Rank:</b>
<b>Supervisor's Title:</b> Pastor	<b>Approval Date:</b>
<b>Revised:</b>	<b>Compensation Review:</b>

**Job Summary:**

Responsible for facilitating the worship life of the parish community by coordinating and providing quality liturgical experiences which celebrate and strengthen the membership's journey of faith and help parishioners nurture a love and devotion to their Catholic faith and identity through the liturgy.

**Actions required to be consistent with Culture and Values:**

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

**Required Knowledge, Skills, & Abilities:**

**Knowledge**

- Bachelor's Degree in Theology or related field; or equivalent experience.
- Must be a practicing Catholic, a member in good standing of a Catholic parish within the Diocese of Green Bay, and be single, ordained, a professed religious or in a sacramental marriage and have a strong faith commitment, dedicated to the Gospel values and living a life of prayer and service.
- Thorough knowledge of and commitment to the Roman Catholic liturgical norms of the church; familiarity with sacred music.
- Thorough knowledge of the principles and practices of Catholic-ecclesial life and structure, along with knowledge of church organization and operational procedures.
- Working knowledge of all desktop applications included in the Microsoft Office Suite and various web applications.

**Skills & Abilities**

- Organize, motivate, and sustain volunteers in the liturgical ministry.
- Ability to communicate effectively, both verbally (including oral presentations) and in writing.
- Must possess the skills necessary to implement large program wide events.

- Ability to establish effective working relationships with employees, parishes, schools, vendors, volunteers and general public.
- Strong interpersonal, public speaking, presentation, and communication skills.
- Ability to be flexible in work hours.

**Duties and Responsibilities:**

*“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”*

- Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.
- Design and Coordination of Comprehensive Liturgical Program.
  - Plans and develops the full liturgical cycle, including special liturgical events during major liturgical season.
  - Works with the Music Coordinator to plan music for the weekend and special liturgies.
  - Communicates with all whose work affects or is affected by liturgical celebrations; maintenance personnel, school personnel, religious education personnel and parish organizations.
  - Works with religious education personnel, school personnel and parish organizations to collaborate on liturgical preparations and makes the final liturgical judgment along with the presider.
  - Initiates the formation and oversees the implementation of parish policies and guidelines concerning the liturgy.
- Volunteer Management
  - Builds a strong volunteer base through effective recruiting and motivation.
  - Manages, supervises and schedules all liturgical ministers.
  - Ensures Safe Environment compliance to Diocesan guidelines for liturgical volunteers.
- Administrative Responsibilities
  - Develops and/or reviews annual budget for the liturgy department
  - Maintains current records on all liturgical ministers

**ADA**

**Physical/Visual/Mental Demands:**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle objects, reach with hands and arms; and talk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and distance vision.

**Typical Working Conditions:**

Person in this position will work in an inside office environment and church; would work alone at times and frequently with large groups often requiring multitasking and working with

deadlines and details; normal hours would be XX hours per week, Monday through Friday Name Hours. Evening and week-end hours are required.

**Nature of Supervision Received:**

Receives minimal supervision. Incumbent must establish priorities and independently set daily objectives to meet deadlines and address urgent situations as they occur.

**Judgment Exercised/Decisions Made:**

Considerable judgment and independent decisions making is required. Decisions are moderately complex. Requires ability to thoroughly investigate, analyze, create and recommend the proper course of action. Judgment and tact must be used frequently.

**Financial Responsibility:**

Responsible for effective use of budgeted resources.

**Supervision Exercised/Number of Employees Supervised:**

None

Signature \_\_\_\_\_ Date \_\_\_\_\_