

Director of Liturgy

St. Bartholomew the Apostle Catholic Church

St. Bartholomew the Apostle Catholic Church exists to spread the good news that God loved us first, so we seek to do His will. We believe that ultimately His will is the salvation of our souls, to live in perfect beatitude. We are sent, therefore, to make intentional sacramental disciples.

GENERAL JOB DESCRIPTION

The Director of Liturgy for St. Bartholomew the Apostle Catholic Church serves the role of directing all liturgical activities of the parish. It involves coordinating ministers and volunteers and continuing to advance the dignity, beauty, and integrity of the liturgy.

MAJOR DUTIES AND RESPONSIBILITIES

LEADERSHIP AND SUPERVISION: supervises, collaborates with, and supports Liturgy Task Force at regular meetings for liturgies throughout the year. Recruits, trains, and supports the liturgical volunteers and ministers in their respective roles. Be a resource to the staff on matters relating to the liturgy. Updates staff on developments in the liturgy and how these affect their area of responsibility. Determines the liturgical needs of the parish in cooperation with the pastor. Prepares and submits liturgy budget annually.

TRAINING AND DEVELOPMENT: Assists parish staff in liturgical and sacramental preparation. Assists clergy and Director of Music in funeral planning and in preparing worship aids for funerals. Schedule and implement training for all liturgical volunteers and ministers. Maintains current knowledge of liturgical norms and documents.

FACILITATION/COORDINATION: Coordinate's rites and liturgical services in conjunction with RCIA team, Office of Evangelization and Catechesis, and other parish organizations as deemed necessary by Pastor. Serves as liaison between parish and funeral homes and/or families to schedule times for relevant liturgies. Meets with family members and/or friends of deceased to assist with preparations for relevant liturgies. Coordinates with wedding coordinator for nuptial liturgies. Meets with wedding couples to assist with preparation for liturgical celebrations. Facilitates worship life of parish prepares mass scripts for masses and other liturgies, particularly the Triduum. Coordinates the scheduling and preparation of special activities when needed.

ADMINISTRATION: Ensures adequate supply of liturgical items (altar bread, wine, incense, etc.). Ensures timely ordering of liturgical books. Ensures there is an adequate supply of clean liturgical linen. Orders and purchases all necessary liturgical materials within planned budget. Request's maintenance/repair of parish sound and video systems.

OPPORTUNITY FOR SPIRITUAL GROWTH: Supports and empowers the spiritual growth of volunteers and ministers.

MINOR DUTIES AND RESPONSIBILITIES

Attends and contributes at regular staff meetings. Participates in staff events, such as workshops, retreats, lunches, and planning. Participates in calendar planning. Follows policies and procedures of the Parish and Archdiocese. Under supervision of and in collaboration with the Pastor, performs other tasks and responsibilities as assigned by the Pastor or his delegate. Engages proactively in professional development and spiritual growth to strive towards excellence and service.

QUALIFICATIONS FOR THE JOB

EDUCATION: Must hold at least a bachelor's degree in Catholic theology and/or a degree related to Catholic theology and/or liturgy. Must be knowledgeable of Catholic liturgy, including liturgical documents and music resources.

EXPERIENCE: Must have 5+ years of experience leading liturgical ministry in a Catholic parish.

OTHER: Must be knowledgeable of Roman Missal, Lectionary, General Instruction of the Roman Missal, Sacrosanctum Concilium, and Musicam Sacram. Must be enthusiastically motivated to promote a liturgy that truly follows the teachings and liturgical norms of the Catholic Church as written by the fathers of Vatican II, following the "hermeneutic of continuity" as taught and promoted by Pope Benedict XVI. Must demonstrate ability of serving collaboratively with other members of parish staff. Must have exemplary communication skills, working well with adults and children, coordinating with the whole community, including Spanish speaking Hispanics. Fluency in Spanish is recommended though not required.

KEY COMPETENCIES

Effective communication with volunteers. Ability to recruit & train volunteers. Relate to people of various cultures and points of view.

CONTACT: For further information please contact or submit resume & cover letter to Fr. Christopher Plant at: cplant@st-bart.org.