

**Associate Director for Liturgical Formation**  
**Office of Worship**  
**St. Dominic Chancery**

2403 Holcombe Blvd  
Houston, TX 77021

**Summary**

The Associate Director for Liturgical Formation shares responsibility for the proper implementation and celebration of liturgy in the Archdiocese of Galveston-Houston and has specific responsibility in the area of liturgical formation. This position plans, prepares and implements programs for liturgical formation; serves as liturgical resource for parishes and archdiocesan offices; and assists in general liturgy preparation. Candidates must be practicing Catholics in good standing with the Church.

**Essential Duties and Responsibilities include but are not limited to the following**

- Coordinate the implementation of archdiocesan liturgical minister formation programs for all liturgical ministers, with particular emphasis on developing virtual formation offerings through the Capernaum platform (archdiocesan learning management system).
- Assist in the development of and coordinate the implementation of annual spirituality programs for liturgical minister enrichment.
- Coordinate the archdiocesan instituted acolyte formation program.
- Coordinate formation and foster communication via the website, Capernaum platform, department newsletter, and social media.
- Serve as the department representative on the Capernaum operations team.
- Assist with the review of all liturgies at which the Cardinal and Auxiliary Bishop may preside.
- Assist in the preparation and celebration of archdiocesan liturgies.
- Assist in the coordination of liturgical ministers for archdiocesan liturgies.
- Serve as a resource in liturgical ministry to parishes and archdiocesan offices.
- Represent Office of Worship as needed on various committees and in parish consultations.
- Ex officio member of the Archdiocesan Liturgical Commission.

**Education and Experience**

Minimum qualifications include a Master's degree in Liturgical Theology with at least 5-10 years' experience with liturgical preparation and liturgical minister formation. Experience assisting with large Archdiocesan events is preferred. This position requires computer literacy with intermediate to advanced skills in Microsoft Office. Candidates should possess some basic formal music skills, including but not limited to sight-reading, keyboard, voice, and/or choral. Spanish language skills are a plus.

Suitable applicants should email a cover letter, resume, and anticipated salary requirements\* to the attention of [resume@archgh.org](mailto:resume@archgh.org) with Associate Director of Liturgical Formation on the subject line.

\*Applicants without anticipated salary requirements may not be considered.