

Director of Liturgy
St. Faustina Catholic Church
Fulshear/Katy/Richmond

Position Summary: The Director of Liturgy is responsible for ensuring quality liturgical celebrations that enhance the full, conscious, active participation of the faithful of St. Faustina Parish. The Director of Liturgy will work collaboratively with other parish departments to ensure all aspects of the liturgical experience are effectively planned and communicated. This position reports directly to the Pastor.

Essential Duties and Responsibilities:

- Develops an annual plan for parish liturgies, coordinating with parish clergy and relevant staff.
- Supervise and lead the parish Liturgy Council working closely with the pastor.
- Provide direction, leadership, and supervision to members of the Liturgy Council ensuring proper and timely planning of all liturgical events.
- Collaborate with the Director of Music Ministry to ensure the music properly reflects the liturgical theme of the liturgical event including Sunday liturgies.
- Provide oversight to shepherd the funeral ministry working closely with the ministry coordinator and volunteers in working with families and other parish ministries to plan and implement funeral liturgies.
- Work closely in the creation of liturgical documents.
- Prepare the annual liturgy budget and monitor expenses.
- Ensure all liturgical events are properly resourced and planned.
- Ensure all required volunteer resources are confirmed in advance of the liturgical event.
- Work closely with liturgy coordinators to continuously recruit and train new volunteers.
- Collaborate with staff on all special liturgies and sacramental celebrations.
- Oversee the aesthetic décor and cleanliness of the worship space, the provision of sacred vessels and vestments, the purchase of religious and rite books, and other resources.
- Develop and maintain a program to train liturgical volunteers and ministers effectively and thoroughly.
- Orders and maintains adequate supplies of all necessary liturgical materials and supplies. Manage the reordering process.
- Formulate policies and procedures related to liturgical celebrations and sacramental worship.
- Remain current on Archdiocese liturgical documents, policies, and procedures to ensure any changes are correctly implemented.

Requirements and Qualifications:

- Bachelor's degree in theology, Liturgy or Pastoral Ministry preferred.
- Minimum of 3 years of experience in liturgical or pastoral ministry.
- Practicing Roman Catholic in good standing with a strong knowledge of Roman Catholic liturgy, celebrations and Sacraments and understanding of the General Instruction of the Roman Missal.
- Ability to provide training and presentations in a group setting.
- Ability to collaborate and work well with others, prioritize tasks, and manage time efficiently.
- Demonstrate a positive, team-oriented attitude with a servant-leader mindset.
- Strong interpersonal communications skills with the ability to observe, question, listen, give, and accept feedback.
- Intermediate proficiency in Microsoft Word, Excel, PowerPoint, and Adobe.

Other requirements:

- Position requires working nights and weekends on a regular basis as needed.
- Demonstrated ability to work well under deadlines.
- Have a heart on fire for the highest quality liturgical experience appealing to all senses, minds, and hearts.

Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to info@saintfaustinachurch.org with Director of Liturgy in the subject line or mail to: St. Faustina Catholic Church Attn: Director of Liturgy, P. O. Box 1099, Fulshear, TX 77441.