

Director of Liturgy

St. Albert Trapani Catholic Church

Job Summary:

The Director of Liturgy will oversee the music ministry program and the smooth flow of the parish's liturgical ministry. (40 hours/week)

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following duties:

- Must possess practical and excellent knowledge of playing piano and organs and teaching music.
- Teach and lead weekly rehearsals to the choir
- Provide training and formation to the newcomers to the choir.
- Recruit and schedule all liturgical ministers, including the readers, commentators, extraordinary ministers of the Eucharist, ushers, sacristans, flower/plant care volunteers, church and sacristy care (general cleaning of the exterior of the baptism font and sacristy, maintenance of holy water vessels), and linen laundry.
- Provide training for all new ministers and ongoing training for existing ministers.
- Coordinate the cleaning of liturgical vestments
- Attend all Liturgy meetings to determine parish liturgical policy and to assist in the liturgy planning process and seasonal church environment.
- Schedule/prepare mass intention lists for the altar and presider
- Prepare weekly presider and deacon liturgical binders, prayer of the faithful, and pulpit announcements.
- Oversee weekends, holy days, and Christmas and Easter masses to ensure everything runs smoothly.
- Coordinate rites and liturgical services with the Journey in Faith (RCIA) team.
- Prepare liturgies for special liturgical events
- Coordinate Mass and meet with priests and families to help plan the liturgy for funerals, memorial masses, weddings, quinceaneras, and baptisms. Provide vital information and answer any questions.
- Maintains and submits orders for all liturgical supplies (hosts, wine, candles, etc.) and equipment
- Coordinate Reconciliation/Penance Services during Advent and Lenten seasons and Healing Mass.
- Prepare liturgies for special liturgical events
- Prepare the list of the deceased for All Soul's Day
- Coordinate with the Director of Religious Education (DRE) for regular confirmations, First Holy Communions, and any special liturgy
- Coordinate with the Chancery for any special liturgy

SUPERVISORY RESPONSIBILITIES - This position requires the supervision and training of Sacristans and liturgical ministers.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily; must be a practicing Catholic and active in a parish; possess the ability to honor and maintain confidentiality; must work well with people of all walks of life and have the ability to lead and be a team player.

EDUCATION and EXPERIENCE – A Bachelor's degree or equivalent is required, as well as a minimum of 1-2 years of experience in liturgical ministry.

SKILLS/KNOWLEDGE – Proficient in Microsoft Word, Excel, PowerPoint, and Publisher. Knowledge of liturgy preferred. Skills/expertise in selecting appropriate liturgical music; must have demonstrated organizational skills, attention to detail, and accuracy. Must be able to handle multiple tasks and to work with volunteers.

LANGUAGE SKILLS - Ability to read, analyze, and write reports, business correspondence, and procedure manuals. Strong communication skills: effectively presenting information and responding to parishioners and public questions. Must have good verbal and written communication skills in English.

REASONING ABILITY - Ability to solve practical problems and interpret instructions furnished in writing or orally. Ability to adapt to changing schedules or routines and excellent time management skills.

CERTIFICATES, LICENSES, REGISTRATIONS - Driver's License.

PHYSICAL DEMANDS - An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions. While performing the duties of this job, the employee is regularly required to talk or hear. While performing duties, the employee has to sit for long periods, use their hands in repetitive motion tasks, and answer telephone calls. The position also requires standing, stooping, bending, and lifting 25 pounds. The employee is expected to work onsite on weekends and occasionally evenings, as needed. The above statements describe the position's general nature and level of work. They are not an exhaustive list of all responsibilities, duties and skills.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform basic functions.

If interested in the position, please email Rev. Kingsley Nwoko at frkingsley@stalberthouston.org or call 7137713596