

**OFFICE OF WORSHIP
ASSOCIATE DIRECTOR FOR LITURGICAL FORMATION
St. Dominic Chancery
2403 Holcombe Blvd.
Archdiocese of Galveston-Houston**

SUMMARY

The Office of Worship seeks an Associate Director for Liturgical Formation to share responsibility for the proper implementation and celebration of liturgy in the Archdiocese of Galveston-Houston with 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. This is a full-time no less than 40 hours per week, benefits, and PTO eligible position; remote work is not permitted. Candidates must be practicing Catholics in good standing with the Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinate liturgical minister formation programs, including virtual offerings on the Capernaum platform.
- Develop and implement spirituality programs for liturgical minister enrichment.
- Assist in preparing and celebrating archdiocesan liturgies (e.g., ordinations, Chrism Mass).
- Provide consultation to parishes on liturgical minister formation.
- Represent the department in the Archdiocesan Liturgical Commission and regional/national liturgical organizations.

EDUCATION, TRAINING, AND/OR EXPERIENCE

- Master's degree in Liturgical Theology preferred; related theological field with extensive liturgical experience acceptable.
- 3-5 years' experience in liturgy at parish or equivalent level.
- Strong knowledge of liturgical documents and rites.
- Excellent organizational, communication, and program development skills.
- Ability to coordinate large events and work with diverse groups.
- Bilingual (English/Spanish) preferred.

Suitable candidates should send a cover letter, resume, and anticipated salary range requirements, * to resume@archgh.org reference Associate Director for Liturgical Formation on the subject line.

*Candidates who do not include an anticipated salary range may not receive further review.