**SAINT EXAMPLE PARISH**

Job Description

**Position Title**: Liturgist **Position Category**: Ministerial

**Position Status**: 1. Part time 2. Salary 3. Benefit Eligible

**Immediate Supervisor**: Pastor **Department**:

**General Introduction:**

The Bishop of Sioux Falls is the visible head and source of unity in the particular Church entrusted to his pastoral care (CCC 1594). In a unique and visible way, he makes Christ’s mission present and enduring while functioning in his role as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop trusts chosen collaborators (clerics, religious and lay people) to share in the apostolic mission and entrusts various responsibilities to them. Each employee helps to extend the ministry of the local Pastor in particular ways as outlined in this position description.

**Position Summary:**

The Liturgist is responsible for facilitating the worship life of the parish community by coordinating and providing quality liturgical experiences which celebrate and strengthen the membership’s journey of faith.

**Essential Duties and Responsibilities:**

* Direct the parish worship program, including the planning of liturgical seasons, sacramental celebrations and the liturgical calendar in collaboration with the Music Director.
* Coordinates all persons involved in liturgical ministries; presiders, lectors, special ministers of the Eucharist, servers, musicians, sacristans, ushers, etc.
* Provides leadership and assistance to coordinate the work of the liturgy teams and committee and its various meetings.
* Oversees the aesthetic décor and cleanliness of the worship space, the provision of sacred vessels and vestments, the maintenance of an effective sound system, the purchase of missals, homily helps and other resources.
* Coordinates with the pastor to prepare and manage the worship budget.
* Educates members of the parish and serves as parish resource in matters of liturgical understanding, sensitivity and planning.

**Essential Qualifications:**

1. **Primary**:
   * + Willingness and ability to effectively make known the Catholic Church’s teachings through the varied ministry activities expected of this position.
     + Willingness and ability to act as an outstanding personal witness to the Catholic faith and religion by living both one’s professional and personal life in accordance with the doctrines and moral teachings of the Roman Catholic Church, as embodied in the various documents of the Roman Catholic Church, including, without limitation, the Catechism of the Roman Catholic Church.
2. **Education:**
   * Bachelor’s Degree
3. **Experience**:
   * Related experience and attendance at workshops on liturgical and related subjects.
4. **Other Elements:**
   * Active member of a Roman Catholic parish faith community.

**Required Knowledge, Skills, and Abilities:**

* An understanding and working knowledge of all desktop applications included in the Microsoft Office Suite and various web applications.
* Ability to work independently and in a team-oriented, collaborative environment to think strategically, multitask, and conform to shifting priorities, demands, and time lines.
* Proven communication skills, and ability to work effectively with a wide range of individuals while maintaining strict confidentiality.

# Job Conditions/Physical Demands:

# The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Ability to push, pull, lift and carry items up to 30 pounds.
* Ability to sit, stand, bend, stoop, climb stairs, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands and wrists.
* Ability to work in an office setting as wells as various venues according to event or activity.
* Vision abilities required include close vision, depth perception and the ability to adjust focus.

# Work Environment:

# The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work with a large number of individuals, often requiring multitasking and working with deadlines and details to ensure all of the essential functions are performed in a timely and courteous manner.

**Acknowledgement:**

I understand that in accepting the terms of this job description I acknowledge that I am a person of faith, and possess the professional abilities and personal attributes necessary to carry out the Primary Essential Qualifications and perform the duties and responsibilities as listed.

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

*Employee Signature*