

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	
POSITION:	LITURGIST
STATUS:	
SCHEDULE:	

SUPERVISOR: Pastor

Job Summary: 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 Functions:

A. Coordination and Administration

1. Directs the parish worship program, including the planning of liturgical seasons, sacramental celebrations and the liturgical calendar in collaboration with the Music Director.
2. Provides leadership and assistance to the Parish Worship Committee and coordinates the work of the liturgy teams and committee and its various meetings.
3. Coordinates all persons involved in liturgical ministries; presiders, lectors, special ministers of the Eucharist, servers, musicians, sacristans, ushers, etc.
4. Prepares and manages the worship budget in consultation with the pastor.
5. Provides for periodic evaluation of the quality of the worship celebrations and liturgical ministries.
6. Oversees the aesthetic decor and cleanliness of the worship space, the provision of sacred vessels and vestments, the maintenance of an effective sound system, the purchase of missalettes, homily helps and other resources.
7. Serves as member of the parish staff. Collaborates with other parish staff members to provide assistance or consultation for their worship responsibilities.
8. Recruits persons for various liturgical roles, attempts to involve new members, parishioners of all ages and diverse parish subgroups.

9. Coordinates the scheduling of all liturgical ministers.

B. Specific Worship Functions

1. Discerns parish worship and prayer needs and oversees the provision of quality liturgical celebrations and sacramental services.
2. Coordinates development of the liturgical spirit of the parish and fosters an atmosphere of hospitality and harmony.
3. Serves as leader of prayer when appropriate.
4. Is visibly present to main parish groups at principal parish events and is attuned to the living faith and real concerns of parishioners.
5. Initiates the formation and oversees the implementation of parish policies and guidelines concerning liturgy.

C. Education Functions

1. Invites, motivates, and trains liturgical ministers.
2. Provides for the initial and ongoing formation of liturgical ministers as well as liturgy teams and committees.
3. Educates members of the parish and serves as parish resource of organizations in matters of liturgical understanding, sensitivity, and planning. Makes the final liturgical judgment along with the presider in matters liturgical.
4. Makes information available about opportunities for growth including workshops and programs.
5. Keeps abreast of developments in sacramental theology, Canon Law, liturgical practice and diocesan policies and guidelines; updates and parish on these matters.
6. Is involved in ecumenical cluster and diocesan networks and fosters good public relations both within and outside the parish.
7. Maintains a liturgy library which provides current resources.

D. Other Responsibilities

1. Supervises and/or coordinates the music ministry of the parish.

2. Duties may include some of those listed under the Music Ministry.

QUALIFICATIONS:

1. Active member of a Roman Catholic parish faith community.
2. Related education and experience necessary to perform basic liturgical coordination responsibilities. This requirement is commonly met with a Bachelor's degree and attendance at workshops on liturgical and related subjects.
3. Parish experience required.