

HOLY SPIRIT CATHOLIC PARISH

Director of Worship

Position Description

I. GENERAL INFORMATION

- A. TITLE: **Director of Worship**
- C. PRIMARY OBJECTIVE OF POSITION: **Responsible for the design, coordination and execution of a comprehensive liturgical program at Holy Spirit Catholic Parish (HSCP) in conjunction with the Pastor, Music Director(s), other staff members, and the parish Worship Commission. The program will typically include planning and development of the full liturgical cycle, including special liturgical events during major liturgical seasons, coordinating liturgical teams and committees, supervising the parish's music program, scheduling all ministers and other volunteers as required for the liturgy, conducting a liturgical education program, and coordinating the evaluation of overall parish liturgical needs.**
- D. IMMEDIATE SUPERVISOR: **Pastor**
- E. LINE OF ACCOUNTABILITY: **Parish Administrator**

II. QUALIFICATIONS:

Must be a practicing Catholic in good standing according to the Magisterial teaching.

Degree in Theological Studies or equivalent

Experience in areas of worship and liturgical music

Interpersonal and organizational skills

III. DUTIES AND RESPONSIBILITIES:

- A. **Coordinate planning, scheduling and evaluations of all worship services, liturgical and otherwise, to include masses, funerals, weddings, and other special occasions with the Pastor, staff, and parish Worship Commission.**
- B. **Assist with individuals and groups within the parish for liturgical events (e.g., RCIA, weddings, and funerals) and special celebrations (e.g., with Holy Spirit School or Religious Formation Program).**
- C. **Oversee the liturgical activities of the parish in conjunction with appropriate staff members by:**
 - 1. **Recruiting, training and scheduling liturgical ministers, cantors, music directors, instrumentalists, ushers and other volunteers need for all liturgical celebrations, and encouraging their participation in city-wide and diocesan workshops and celebrations.**
 - 2. **Coordinating funeral planning with families and officiator.**

3. Working with Music Director in their selection of music and musicians, and scheduling practices and rehearsals for regular and seasonal liturgical celebrations.
4. Ordering and maintaining liturgical supplies, music copies, annual copyright agreements, and other supplies as needed for worship services and monitoring maintenance of sound system and music equipment.
5. Coordinating the directing of musicians at weekend and holy day liturgies and other special services and events.
6. Directing liturgical music as required.

D. Act as a resource person for and attend meetings of the parish Worship Commission

E. Other responsibilities include:

- a. Maintain inventory of liturgical supplies and order supplies as needed
- b. Work with Pastor in developing and implementing new ideas, programs, policies, and informative materials relevant to liturgical ministry
- c. Coordinate seasonal church environment with staff and commissions
- d. Stay current on issues, needs and continuing education opportunities
- e. Any additional duties requested by the supervisors.

IV. WORKING CONDITIONS:

Part time non-exempt

20-hour flexible work week

Travel as necessary to plan and coordinate services and programs and network with other liturgical coordinators in the area and diocese

Maintain an office at HSCP

Annual performance appraisal in April/May

V. COMPENSATION AND BENEFITS:

Hourly wage based on education & experience, as negotiated with the Pastor.

If interested, please submit a cover letter and resume to:

Holy Spirit Catholic Parish
Attn: Parish Administrator
201 44th Street South
Great Falls, MT 59405

Or electronically to:

aubrey@holyspiritgf.org

Position will remain open until filled.