

Our Lady of Lourdes

Position Description

POSITION: LITURGICAL ADMINISTRATIVE ASSISTANT
REPORTS TO: PASTOR/PARISH DIRECTOR
STATUS: PART-TIME / HOURLY / NON-EXEMPT (15-17 Hours)

Primary Function

The Liturgical administrative assistant assists the Liturgy and Music office personnel in leading the prayer and worship life of the of the parish community. It requires knowledge of liturgical celebrations, office management skills, and is attentive to the details in keeping the office organized. Some weekend and weeknight work is required.

Major Position Responsibilities and Regular Activities

□ Serve as Facilitator for the Various Liturgical Ministries

- Coordinates the scheduling of various ministries including Presiders, Lectors, Servers, Sacristans, Ushers, etc.
- Coordinates the on-going recruitment of people for the various ministries, including Liturgy Committee, Lectors, Servers, Ushers, Sacristans, Eucharistic Ministers, Environment, etc.
- Coordinates the necessary training, formation, support and ongoing communication for these ministries in conjunction with the various lead ministers.
- Coordinates/assists in locking/alarming the building after liturgical celebrations, esp weekends.
- Assists in preparing weekend liturgical pulpit announcements of liturgical celebrations.
- Serves as secretary for the parish Liturgy Committee and is responsible for the distribution of minutes to committee members and Parish Council.
- Prepares digital version of Orders of Worship for congregation for printing using Publisher program.
- Coordinate/Submit Archdiocesan requests for mass counts as needed.
- Attendance at monthly Staff meetings (2nd Tuesday AM of the month) and Liturgical Team meetings (usually 1st Wednesday evening of the month).

□ Administration

- Maintain necessary files, computer records and programs, licenses and copyrights.
- Reports weekly music usage per copyright agreement.
- Manages the liturgy budget, submitting check requests when needed.
- Maintain open and working communication with the various ministries and Ministers.
- Coordinates the purchase and organization of liturgical (sacristy) supplies, environment supplies, furniture and equipment.
- Oversees/coordinates the scheduling of Lectors, Servers, Sacristans, Ushers, etc.

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- Any other duties as assigned to facilitate the liturgical celebrations.
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Qualifications

Religious Requirements

- Practicing Catholic

Education

- Possesses a High School diploma or equivalent
- Knowledge of the church, liturgy, its mission and sacramental life.

Experience

- Has a basic understanding of the mission of the Parish
- Has a basic understanding of liturgical celebrations
- Two to three years office related experience

Skills, Knowledge, and/or Abilities

- Has computer skills with an understanding of Microsoft Windows, Microsoft Word, Microsoft Publisher, and ParishSoft or other database application
- Has knowledge of social media outlets
- Exhibits good written and oral communication; has good planning/organizational skills and works independently
- Works cooperatively with Staff and volunteers
- Utilizes a Pastoral approach when dealing with people
- Recognizes that time management is a crucial factor in completing the various tasks required of this ministry
- Maintains openness to ongoing skills and formation training

Working Environment

- Must understand the sensitive and public profile nature of the work of the church. Should adhere to the highest standards of good practices and confidentiality. Must be proactive in support of the church's mission statement, goals, policies and programs. Flexibility in work schedule and work styles is expected given the nature of a family centric parish.

This description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee and the Employer. The Employer retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Employee Signature - _____

Date - _____