



## DIOCESE OF DALLAS

| PASTORAL CENTER  | JOB DESCRIPTION                                  |
|--|--|
| <b><u>Position/Title:</u></b><br>Director of Liturgy and Worship<br>St. Patrick Catholic Parish, Dallas, Texas | <b><u>Department:</u></b><br>Liturgy and Worship |
| <b><u>Reports To:</u></b><br>Pastor<br>Director of Operations  | <b><u>Date:</u></b><br>April 19,2024             |
| <b><u>FLSA Status:</u></b><br>Exempt   |  |

### General Summary of the Position

The Director of Liturgy and Worship at St. Patrick Catholic Parish requires a creative, hard-working, innovative, solutions-orientated, and passionate individual. The Director of Liturgy and Worship’s main objective is to ensure a superb caliber of liturgy is experienced by all. The ideal Director is self-motivated, innovative, and able to perform key tasks independently in a timely manner. The Director of Liturgy and Worship will collaborate very closely with the Pastor to ensure his vision of liturgy for the entire parish is fulfilled. In addition, the Director of Liturgy and Worship will also oversee the Liturgy Coordinator as well as the Music Director\* to ensure the Music Director is providing appropriate leadership and musical/technical direction to all liturgical musicians (English and Spanish). This individual must be a self-starter that enjoys working in a team environment and is excited to be part of a strong Catholic community with a diverse culture and spiritual community. This role will require a firm understanding of our church’s vision and values. The Director of Liturgy and Worship will require a flexible work schedule which will include weekends and evenings.

### Essential Duties and Responsibilities of the Position

#### Mass/Liturgy Specific Duties and Responsibilities:

- Responsible for ensuring the best liturgical and spiritual experience possible for Mass attendees for both Sunday (including Saturday vigil) and daily (Monday – Saturday) Masses.
- Ensures that the schedules of Lectors, Extraordinary Ministers of Holy Communion, Altar Servers, Sacristans, Ushers, Greeters, Cantors are completed and communicated to all volunteers in a timely fashion. Oversees parish scheduling software (Planning Center Services) is accurate and updated.
- Oversees, in conjunction with the pastor, the environment and decoration of worship area including Sanctuary.
- Responsible for developing weekly Presiders’ Book for Sunday (including Saturday vigil) Masses in English which includes prayers of the faithful, coordinating all announcements, Mass intentions. Oversees Presider Book information is provided in a timely manner to be translated and adapted for Spanish Masses.
- In collaboration with the Pastor, Music Director and staff musicians, ensures all choirs and musicians for Masses (English and Spanish) are properly scheduled and organized. Responsible for overseeing music provided during Spanish Masses is the best quality experience for attendees. *(NOTE: the Pastor, Director of Liturgy and Worship and Director of Operations may address the reporting structure of Music Director and musicians in the future if necessary. For example, the relationship between Director of Liturgy and Worship and Music Director might evolve to a more collaborative relationship not a direct reporting structure).*

- Collaborates closely and operates as a cohesive, solutions-driven team with the Pastor. Works to ensure liturgies are set up for optimal success regardless of liturgy primary language.
- Responsible for leading weekly Sunday Experience meeting consisting of Pastor, Parochial Vicars, liturgy team, and others as needed (e.g. Director of Operations, Campus Operations and Ministry, Communications). Responsible for leading the agenda, including gathering any feedback from other staff, parishioners, volunteers as necessary for consideration in the meeting.
- Responsible for coordinating the scheduling of the weekly Mass rotation with the appropriate liturgy team members including the Deacon Mass schedule (also includes staff and volunteers such as sacristans, facilitators and potentially emcees) to be present at all Sunday (Saturday vigil) Masses and other special Masses/liturgies (e.g. Ash Wednesday).
- Responsible for recruiting necessary volunteers to ensure liturgical vessels such as chalices/cups, ciboria bowls, boat/thurible are maintained and cleaned. Oversees the role to ensure clergy vestments are properly maintained and cleaned and that all liturgical supplies are ordered in a timely manner such as hosts, reduced-gluten hosts, wine, incense, worship aids, lectionaries for lector, etc.

### **Non-Mass Specific Duties and Responsibilities:**

- Oversees and supervises as direct reports the Liturgy Department including Liturgy Coordinator, Music Director and others such as but not limited to praise and worship musician, Spanish music coordinator and/or director. *(NOTE: the Pastor, Director of Liturgy and Worship and Director of Operations may address the reporting structure of Music Director and musicians in the future if necessary. For example, the relationship between Director of Liturgy and Worship and Music Director might evolve to a more collaborative relationship not a direct reporting structure).*
- Responsible for being present for setup and any clergy or volunteer needs at English Masses as needed including Sunday (includes Vigil) and holy days.
- Coordinates with SAFE Environment Director to ensure all English volunteers are safe environment cleared.
- Responsible for ensuring Homebound, Nursing Home and Hospital Ministries are supported, trained, and collaborates with Ministry Assistants for any needs such as room scheduling, parish-wide communications, fundraising, bulletin announcements, etc.
- Collaborates with the Youth Ministry program to provide Liturgical Training for Teens. This may also include leveraging the volunteer coordinators (i.e. EM, Usher, Lector coordinators)
- Coordinates with Facilities and Campus Operations staff to ensure maintenance crew properly cleans and sanitizes the Church and Chapel as needed and directed.
- **Weddings:** Collaborates and Coordinates with Sacrament and RCIA team (Director and Assistant) as necessary for any liturgical needs for weddings.
- **Funerals:** Meets with families, plans liturgy, executes scripts and worship aids, and schedules ministers (i.e. deacon or priest). Collaborates with other qualified staff team members for funerals especially during peak liturgy seasons.
- **Confessions:** responsible for assisting the coordination and set up/take down (note: collaboration with Facilities may be best) of confessions when needed, collaborates to rotate schedule, and incorporate other staff/volunteers as needed.
- **Adoration:** responsible for leading the coordination of perpetual adoration including exposition and reposition of the Blessed Sacrament, schedule of Guardians, clergy, etc.
- **Stations of the Cross/Stations of Resurrection:** responsible for scheduling Stations of the Cross during Lent, Stations of Resurrection after Easter, including working with Ministry team to ensure proper scheduling in parish software, musicians, presider, presiders' book, etc.
- **Visiting Priests:** oversees efforts to arrange visiting priests for confessions and Masses as needed.
- Responsible for ensuring the successful coordination of Divine Mercy Sunday activities including recruitment of English speaking and Spanish speaking presiders (e.g. deacons) musicians, worship aids as needed, and all other aspects are coordinated. Informs Communications team to ensure proper promotion of the event.
- Leads the liturgy team, along with the Pastor and appropriate Diocesan staff for any special liturgies such as

- priest and deacon ordinations, especially those celebrated by the Bishop.
- Collaborates with the Faith Formation staff to schedule, plan and coordinate English 8<sup>th</sup> grade and High School Confirmation Masses.
- Collaborates with the Faith Formation staff to schedule, plan and coordinate English 1<sup>st</sup> holy communion Mass and 1<sup>st</sup> reconciliation.
- Collaborates with St. Patrick School to ensure the best Liturgical and Spiritual experience for the students, parents, and faculty.
- Ensures successful scheduling, planning of all English sacraments (1<sup>st</sup> holy communion Mass, 1<sup>st</sup> reconciliation, Confirmation)
- Works in tandem with appropriate RICA and RCIA staff to schedule, plan and coordinate all rites, liturgies, scrutinies, etc. associated with the sacraments of initiation.
- Attends General and Department staff meetings.
- Coordinates new and ongoing formation of English liturgical ministers: Greeters, Altar Servers, Ushers, Lectors, Sacristans. Ensures the training and messaging is provided to Spanish liturgical ministers.
- Responsible for staying current on all diocese guidelines and policies pertaining to the celebration of liturgy.
- Responsible for overseeing the Liturgy budget, including submitting annual budget and tracking expenses.
- Responsible for and encouraged to develop and implement new policies and procedures to enhance and make more efficient the liturgy experience for parishioners, volunteers, and staff.

### **Position Requirements**

#### **Knowledge, Skills, and Abilities:**

- Must possess a servant-leadership mindset.
- Must maintain a positive, upbeat, self-starting, solutions-centered, can-do attitude.
- Must be adept at problem solving.
- Must understand the importance of collaborating and empowering parishioners/volunteers and the community served by St. Patrick.
- Must have at least two (2) years of practical, hands-on liturgy experience
- Must have excellent customer service and diplomacy skills.
- Must be familiar with current Catholic and Dallas Diocese liturgy policies and procedures.
- Must be open and willing to continue to learn and grow in knowledge and understanding of liturgy best practices.
- Must be able to thrive with minimal supervision.
- Must possess the ability to easily interact and relate with a wide assortment of personality types.
- Must have the ability to listen carefully and take direction well.
- Ability to manage time and prioritize accordingly.
- Must have excellent organization skills.
- Must be a Catholic in good standing.
- Advanced MS Office experience, including Outlook, Word, PowerPoint, Excel; Apple (iOS) platform experience beneficial.
- Excellent interpersonal skills and ability to work well in a team environment.
- Responsible for other duties as assigned by Pastor and/or Director of Operations.

#### **Education and Experience:**

Undergraduate theology degree (or equivalent) preferred.

#### **Special Requirements:**

- This position requires weekends, some evenings, and Holy Days (i.e. Christmas and Easter).