

Director of Liturgy
St. Louis King of France Catholic Church and School - Austin, Texas

Classification: Exempt, Full-Time

Reviewed: 05/2022

Catholic Required: Yes

Reports To: Pastor and Chief Operating Officer

Ministerial Character

The Pastor is the visible principle and foundation of unity in the parish (St. Louis King of France Catholic Church and School – Austin, Texas) which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. Louis King of France Catholic Church and School – Austin, Texas help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to, and assists the Pastor in, the performance of his ministry and thereby engages in ministry for the Church.

Job Summary:

St. Louis King of France Catholic Church & School is looking for a Director of Liturgy who is hard-working, flexible, joy-filled, innovative, and passionate about the Catholic faith. We are a wonderfully diverse parish located in the heart of Austin, Texas, on a beautiful 22-acre campus. We strive to offer liturgy that deepens our parishioners' spiritual needs and heightens the joy of receiving the Eucharist. The Director of Liturgy will be working closely with the pastor, parochial vicars, Deacons, Director of Sacred Music, Facilities Director, and other liturgy staff and volunteers in liturgical ministry to ensure the standard of excellence St. Louis strives for.

Essential Job Duties:

- Responsible for ensuring the best liturgical and spiritual experience possible for Mass attendees for both Sunday (including Saturday vigil), daily (Monday – Saturday) Masses, Holy Days of Obligation, School Masses, and other celebrations as directed by the pastor. This includes attendance at weekend liturgies. Demonstrates outstanding leadership, quality of work and collaboration with pastor, clergy, staff, and liturgy team/volunteers to achieve standards of excellence.
- Ensures that the schedules of Lectors, Extraordinary Ministers of Holy Communion, Rosary Leaders, Acolytes, Altar Servers, Sacristans, Hospitality Ministers, and Welcome Ministers are completed and communicated to all volunteers in a timely fashion, including coordinating weekly clergy rotation. Working with school Religion teacher/staff to ensure all positions covered and trained for weekly School Mass.
- Oversees, in conjunction with the pastor, the environment and decoration of worship area including Sanctuary. Coordinates with Flower Guild and Altar Guild ministries.
- Responsible for overseeing the parish Ordo to ensure accurate and detailed information is represented. Coordinate with clerical staff for ensuring that all Liturgy-related reservations are accurate and included in a timely manner.
- Responsible for leading regular Liturgy Team meeting consisting of Pastor, Parochial Vicars, liturgy team, religious education team, and others as needed (e.g., Facilities, Director of Sacred Music, Chief Operating Officer, and Communications). Responsible for leading the agenda, including gathering any feedback from other staff, parishioners, volunteers as necessary for consideration in the Liturgy Team meeting.

- Responsible for recruiting necessary volunteers to ensure liturgical vessels such as chalices/cups, ciboria bowls, boat/thurible, candles, are maintained and cleaned. Oversees the Altar Guild 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.

Other non-Mass Duties:

- 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.
- Coordinates and provides Liturgical Training for Altar Server program. This includes leveraging volunteers (parents, current and past Altar Servers) and tracking their formation and attendance.
- Oversees the Liturgy and Sacraments Manager to ensure successful planning and execution of all wedding, funeral, penance, adoration, Vespers, Lent, and Advent programs including all liturgical needs.
- Responsible for coordinating with parish clerical staff and ministry leaders for devotionals or efforts requiring group participation in Liturgical event.
- Budget management of liturgical formation of ministers, supplies, and inventory. Inventory management of sacred vessels, relics, altar cloths, vestments, and other items used in liturgy.
- Coordination of visiting priests.

Knowledge, Skills, and Abilities:

- Embraces the parishes' culture of prayer and discipleship and be willing to lead by
- Example.
- Servant-leadership mindset
- Knowledge of the structure and basic teachings of the Roman Catholic Church and current Diocese of Austin liturgy policies and procedures.
- Must be a Catholic in good standing.
- Skill in verbal and non-verbal communication.
- Ability to proficiently operate Microsoft Office Suite (Word, Excel, PowerPoint, Publisher), Asana, and Ministry Scheduler Pro (MSP).
- Ability to provide excellent customer service to internal and external customers.
- Ability to organize, prioritize, and utilize effective time management techniques.
- Ability to maintain respect at all times.
- Ability to follow instructions furnished in verbal or written format.

Education and Experience:

- Must have at least an undergraduate theology degree (or equivalent); Master's degree preferred.
- Bilingual (English and Spanish) a plus.

Licenses/Certifications:

- Valid Texas driver's license.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.

Mental/Physical Tasks:

E	Talking	E	Driving
E	Listening	E	Seeing
E	Standing	E	Reading and comprehending

E	Walking	E	Using personal computer
E	Grasping/holding	E	Sitting
E	Using office equipment, stapler, telephone, etc.	E	Bending
		E	Other (listed below)
		E	- Thinking critically
		E	- Analyzing facts, theories, situations

Working Conditions:

All employees of the parish are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the church.

The parish is an at-will employer.

All buildings and vehicles owned by the parish are tobacco free.

Working in a fast paced environment with priorities and plans that may change rapidly.

Working on weekends, evenings, and some holidays may be required.

Will be exposed to religious ceremonies, conduct, and speech including Catholic Christian prayer and liturgical celebrations.

Will be required to adhere to established dress codes and conduct standards.

May be required to use personal or parish vehicles to drive to off-site locations.

Travelling within and outside the parish to meetings and other events may be required, and travel may include overnight lodging.

Approval:

Pastor

Date

Employee Certification:

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee Initials: ____

Coordinator of Liturgy