



## Position Description

**Position Title:** Liturgy Assistant

**Effective Date:** May 1, 2019

**Reports to Title:** Parish Director

**Ministry Area:** Administrative Services

**Provides work direction to:** None

**Receives work direction from:** Music and Liturgy Director

**Resource person to:** None

**Position status:** Part Time, 20 hours per week, possibly more during high liturgical seasons; must be available two days per week and some weekend hours.

**Purpose of Position:** While working cooperatively with the Pastor and Parish Director, and other staff members to provide for an efficient, safe and effective pastoral environment in keeping with the mission of the Catholic Community of St. Joseph, the purpose of this position is to provide support to the Music and Liturgy Director.

**General Accountabilities:** Employment in and by the Catholic Community of St. Joseph is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Catholic Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that can embarrass the Church or give rise to scandal. Adherence to confidentiality is required in all matters pertaining to members' personal information. This position requires this employee be a Roman Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

### Job Description:

- Schedule, recruit and manage Eucharistic teams for all weekend and special Masses between two campuses.
- Schedule and organize hospitality (coffee and donuts) on Sunday mornings.
- Oversee plant-watering team and purchase and maintain altar flowers at both locations.
- Assist with art and environment for liturgical seasons at both locations
- Assist with maintenance of the choral library and report music licensing usage.
- Miscellaneous sacristan and secretarial tasks as assigned by the director of liturgy/music.

*The accountabilities listed above are representative accountabilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of accountabilities required of this position. More detailed listings of duties and tasks are outlined in supplemental documents. Assigned responsibilities will change as directed by the Catholic Community of St. Joseph's leadership team.*

**Qualifications:**

Organized and energetic individual who has knowledge of the Catholic liturgy and possesses good interpersonal skills.

**Background Check:**

Successful completion of background check is required along with Virtus training. Signed Archdiocesan Code of Conduct must be on file.

**Skill Dimensions:**

Skilled in written and oral communications in terms of interpreting requests and instructions and conveying assignments to office staff and volunteers.

Knowledge of standard office software applications, including Microsoft Word and Outlook.

Ability to plan, organize, prioritize, schedule and schedule work.

Attention to detail while being able to see the big picture as it relates to parish mission and vision.

**Mental and Physical Demands:**

- Self-motivated.
- Presents a “customer service attitude”.
- Team player; able to work with a variety of people.
- Tolerant of stress and able to handle fluctuating workloads, frequent interruptions and fluctuating deadlines.
- Able to work with minimal supervision, make independent decisions.
- Capable of multi-tasking.
- Able to lift 25 pounds.

**Qualities of an Effective Church Staff Team Member**

**Shows commitment to collaborative teamwork:** Understands the value of team collaboration and is committed to the success of others. A Team is: a diverse group of people who trust and respect one another, and are committed to each other's success.

**Demonstrates reliability:** Follows through on assignments, consistently completing their set of accountabilities in a timely and collaborative manner.

**Communicates constructively:** Expresses thoughts and ideas clearly, directly, honestly and with respect for others and for the work of the team.

**Listens actively:** Absorbs, understands and considers ideas and points of view from other people without debating and arguing every point.

**Functions as an active participant:** Fully engaged in the work of the team and does not sit passively on the sidelines.

**Shares openly and willingly:** Takes the initiative to keep other team members informed to help get the job done and prevent surprises.

**Cooperates and pitches in to help:** Responds to requests for assistance. Works with others to accomplish any task.

**Exhibits flexibility:** Rolls with the punches and can consider different points of views and compromise when needed.

**Works as a problem-solver:** Willing to deal with all kinds of problems in a solutions-oriented manner. A problem-solver, not problem-dweller, problem-blamer or problem-avoider.

**Treats others in a respectful and supportive manner:** Treats fellow team members with respect and understanding to help get the job done.

#### **D. Approval and Signatures**

I have reviewed this position description and agree that it is an accurate representation of the responsibilities of my position. I understand that as the organization's needs change, my job description may change.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date