

# Our Lady of Lourdes

## Position Description

Position: Director of Worship Ministries  
Reports to: Parish Director/Pastor  
Status: Full-Time/Salaried/Exempt/Possible Part-Time

### Primary Function

The Director of Worship Ministries provides direction and leadership for the worship experiences at the OLOL parish community. This position requires creativity and collaboration with others to ensure experiences are meaningful. He/She works with staff, the worship committee, presiders, and parish volunteers to fashion prayerful, inspired worship services including weekend liturgy, seasonal prayer services, and services for sacraments.

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### Major Position Responsibilities and Regular Activities

- **Facilitator for All Worship Ministries**
  - Recruit, train, and mentor all volunteer worship ministers.
  - Prepare and distribute Worship Notes.
  - Coordinate the scheduling of Presiders, Lectors, Servers, Sacristans, A/V ministers and Ushers.
  - Lead the parish Worship Committee and distribute meeting minutes to the committee, Pastoral Council, Presiders, and Parish Staff.
  - Serve as a resource person for all areas of worship.
  - Coordinate worship space environment ministers for each liturgical season.
  - Coordinate rehearsals for various liturgical ministries.
  - Collaborate with Parish Director/Pastor, Presiders, and Music Director to ensure the use of sound liturgical practices.
  - Oversee purchasing of liturgical supplies (hosts, wine, candles, etc.)
  
- **Pastoral Staff Ministry**
  - Along with parish staff and pastoral council, participate in the ongoing development of the parish vision.
  - Independently maintain professional knowledge regarding changing developments in worship life through reading, workshops, seminars, etc.
  - Serve as a resource person in the coordination of all parish liturgical celebrations.

- Attend weekly Staff meetings.
  - Collaborate with Director of Music Ministries to create meaningful prayer experiences.
  
  - **Parish-Wide Ministry**
    - Develop programs and opportunities to deepen on-going education related to Catholic worship.
    - Serve as a resource person to all staff and worship ministers to help them prepare and perform their ministries.
  
  - **Administration**
    - Maintain necessary files, computer records and programs.
    - Prepare and maintain the Liturgy budget.
    - Maintain open and working communication with all Presiders and ministers.
    - Integrate guidelines set by the Archdiocese of Milwaukee, best liturgical practices, and local and state regulations in planning worship services.
  
  - **Personal Education and Growth**
    - Maintain current working knowledge related to church documents, official statements, and developments in pastoral liturgy.
    - Subscribe to major resource periodicals.
    - Participate in conferences/workshops (supported by the parish in time and within parish ability to fund).
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## Qualifications

- **Religious Requirements**
  - Must be a practicing Catholic
- **Education**
  - Bachelor's degree in liturgy, liturgical music, or equivalent experience.
  - Knowledge of liturgy including knowledge of the Church, its mission and sacramental life.
  
- **Experience**
  - Two years liturgy and/or parish experience is preferred.

- **Skills, Knowledge, and/or Abilities**
  - Ability to work cooperatively and collaboratively with parishioners, staff and others resulting in effectively implemented services
  - Creative writing ability; ability to write thoughtful prayers
  - Understanding of Scripture
  - Working knowledge of computer operations and office equipment
  - Ability to identify needs and find creative solutions
  
- **Working Environment**
  - Must understand the sensitive and public profile nature of the work of the church. Able to adhere to the highest standards of good practices and confidentiality. Must be proactive in support of the parish’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 judgement, to be proper.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_