

**Job Title:** Director of Liturgy  
**Reports To:** Pastor  
**Position:** Part-time; Unbenefited  
**Parish:** St. Joseph Parish, Downers Grove, Illinois

St. Joseph Parish is a community chosen and called by God to be sent and directed by the Holy Spirit. It exists to provide the people of God the pastoral care and spiritual nourishment they need to proclaim the good news of Christ in their lives and to the world. St. Joseph Parish is a dynamic Catholic community where all can truly belong - lifelong Catholics, those just beginning to explore Catholicism and those who are returning to Catholicism. If you attend one of our Masses, you will quickly get the feeling that our parish is thriving.

As a parish, we hope to:

- ❖ Catechize - Help parishioners to learn more about Jesus,
- ❖ Evangelize - Help people to fall in love with Jesus.
- ❖ Faith in Action - Help parishioners to use their gifts and talents to serve the Lord and His people, and to share their faith with others.

### **Position Summary**

The Director of Liturgy is an integral member of the Worship staff at St. Joseph's Parish with responsibility for preparing liturgy that serves the parish community and consistently reaches out to evangelize to all. With the goal of preparing and facilitating public worship for the parish, the Director works closely with the pastor and Director of Music, and collaborates with the pastoral staff, liturgical ministers, and other members of the parish as appropriate. The Director is committed to being a liturgist, who shares faith, serves the community, and expresses the love of God and neighbor by nurturing personal spiritual and ministerial growth. This is a part-time position.

### **Responsibilities as Director of Liturgy**

- ❖ Assist the pastor and serve as resource person for the parish's liturgical life.
- ❖ Prepare the parish liturgical calendar each year in consultation with the pastor.
- ❖ Prepare the liturgy for the seasons of the Church Year, Sunday Eucharist, and sacramental celebrations in consultation with the pastor.
- ❖ Coordinate the liturgy planning and work towards the full implementation of the rites of the Church and the liturgical guidelines of the diocese.
- ❖ Prepare orders of service for the presider.
- ❖ Prepare worship aids for the assembly when necessary.
- ❖ Guide the work of the Parish Worship Commission after consultation with the pastor.
- ❖ Oversee the Liturgical Ministries of the parish.
- ❖ Oversee the formation and recruitment of the liturgical ministers.
- ❖ Oversee the scheduling of Liturgical Ministers utilizing Ministry Scheduler Pro
- ❖ Consult individually with families to prepare the liturgy for funeral Masses.
- ❖ Consult individually with couples to prepare the liturgy for weddings.
- ❖ Provide liturgical formation for the assembly.
- ❖ Serve as liturgy resource person for parish staff members and parish organizations.
- ❖ Prepare and oversee the parish liturgy budget in consultation with the pastor and business manager.
- ❖ Organize and maintain parish liturgy library and resources.
- ❖ Remain informed and knowledgeable regarding current liturgical practice.

## Qualifications

- ❖ Bachelor's degree in Liturgy, Theology or Pastoral Ministry.
- ❖ Candidate will be expected to continue their own formation in their area of ministry.
- ❖ A Catholic in good standing, who also supports the mission, vision and policies of the parish and the Diocese of Joliet.

*Please send your cover letter and resume to [bharbauer@sjpg.org](mailto:bharbauer@sjpg.org). Please include the position title in the email subject line.*