



ST. FRANCIS OF ASSISI
CATHOLIC CHURCH



DIRECTOR OF WORSHIP

January 31, 2022



BACKGROUND

The Director of Worship at [St. Francis of Assisi Catholic Church](#) requires a hard-working, innovative, solutions-orientated, flexible, joy-filled, and passionate individual. The Director of Worship's main objective is to ensure excellence of liturgy and sacraments is experienced by all. The ideal Director forms a close collaboration and exemplary relationship with the pastor, parochial vicars, deacons, Music Director (and Music/Choir leaders) and his/her liturgy staff and volunteer team.

The Director of Worship will collaborate very closely with the pastor (and liturgy team) to ensure his vision of liturgy and sacraments for the entire parish is fulfilled. In addition, the Director of Worship will also oversee the Liturgy Coordinator, Sacraments Manager Sacraments Coordinator as well as the Music Director and liturgical music leads to ensure pastor's vision for music is fulfilled.

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. The Director will need to be adaptable, open to new ideas and be able to think quickly with experience succeeding in a quick-changing environment. This role will require a firm understanding of our church's vision and values. The Director of Worship will require a flexible work schedule which requires weekends and some evenings.

Position Title: Director of Worship

Reports To: Senior Director of Operations

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. 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, Altar Servers, Sacristans, Ushers, Greeters, Cantors are completed and communicated to all volunteers in a timely fashion. Oversees Liturgy Coordinator to ensure parish scheduling software (MSP) is accurate and up to date.
- Oversees, in conjunction with the pastor, the environment and decoration of worship area including Sanctuary.
- Responsible for developing weekly Presiders' Book for Sunday all Masses (including Saturday vigil) which includes prayers of the faithful, coordinating all announcements, Mass intentions and special blessings.
- Responsible for overseeing the parish Ordo to ensure accurate and detailed information is represented. Also responsible for ensuring that all Liturgy-related reservations are accurate and included in eSpace (parish scheduling software) in a timely manner.
- Responsible for leading the coordination of English Children's, Youth and Young Adult Liturgies. Collaborate with necessary staff such as Youth and Young Adult Director and team.
- Responsible for leading weekly Liturgy Team meeting consisting of Pastor, Parochial Vicars, liturgy team, and others as needed (e.g., Senior 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 Liturgy Team 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 (and Saturday vigil) Masses and other special Masses/liturgies (e.g., Ash Wednesday, Christmas, Easter).
- Responsible for recruiting necessary volunteers to ensure liturgical vessels such as chalices/cups, ciboria bowls, boat/thurible, candles, are maintained and cleaned. Oversees the Liturgy Coordinator's 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.

Music Oversight

- Oversees and leads a diverse musical experience performed throughout our currently nine (and potentially 10) weekend Masses. These musical experiences currently consist of English and Spanish contemporary, traditional, “blended,” praise and worship (alabanza choir) and mariachi.
- Promotes continuity and cohesiveness among all liturgical musical expressions while striving to ensure the music leads create a unique musical signature for each Mass. The Director is not expected to perform or conduct music (but may have to substitute on occasion).
- Responsible for tracking multiple musicians’ and singers’ performance schedules and expenses including ensuring musician stipends are accurate and music-related vendor’s invoices are precise and that payments are submitted and paid in a timely fashion.
- 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 and is the best quality experience for worshippers.
- Takes a vested interest in the spiritual formation of all musicians and singers as applicable.
- Collaborates with Music Director to ensure successful recruiting of multiple section leaders; can attract and maintain new talent (musicians and choirs alike).
- Collaborates with the Parish Technology and AV Specialist to ensure sound system is working at peak performance to maximize the experience of all attending in person and virtually.
- Work to foster unity among all parish musicians, and to create a spirit of harmony with the presider and other liturgical ministers.

Non-Mass Specific Duties and Responsibilities:

- Oversees and supervises as direct reports the Liturgy Department including Liturgy Coordinator, Sacraments Manager, Sacraments Coordinator, Music Director, and others such as but not limited to praise and worship musician, Spanish music coordinator and/or director.
- Responsible for ensuring all sacristies are clean and in good working order; ensures all clergy vestments are dry cleaned (and mended/tailored as needed) on a regular basis.
- Responsible for collaborating with the Liturgy Commission volunteer Chairperson to ensure the quarterly meetings are successful including setting an agenda, soliciting feedback, and communicating with volunteers on an ongoing basis.
- Responsible for being present for setup and any clergy or volunteer needs at English Masses as needed including Sunday (includes Vigil) and holy days or other necessary liturgy/worship celebrations.
- Coordinates with Ministry Coordinator 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.
- In conjunction with the Liturgy Coordinator, 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).
- In conjunction with the Liturgy Coordinator, coordinates with Facilities and Campus Operations staff to ensure maintenance crew properly cleans and sanitizes the Church and Chapel as needed and directed.
- **Praise and Worship Nights:** In collaboration with the Liturgy Coordinator, Holy Spirit Ministry Leader, Ministry team and Technology and A/V Specialist, help plan, coordinate, and set up all scheduled Rejoice nights.
- **Weddings:** Oversees the Liturgy and Sacraments Manager to ensure successful planning and execution of all wedding including all liturgical needs.
- **Funerals:** Oversees the Liturgy and Sacraments Manager successfully plans and executes all funerals and assists with liturgical needs as necessary. Meets with families, plans liturgy, executes scripts and worship aids, and schedules ministers (i.e., deacon or priest). Collaborates with Liturgy Coordinator and potentially 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 required) of confessions when needed, collaborates with Liturgy Coordinator to rotate schedule, and incorporate other staff/volunteers as needed.
- **Adoration:** responsible for leading the coordination of weekly (frequency may fluctuate) adoration including exposition and reposition of the Blessed Sacrament, schedule of volunteers, clergy, etc. Collaborates with Liturgy Coordinator to rotate schedule and incorporate other staff/volunteers as needed.
- **Advent Program:** collaborates with necessary staff to ensure successful Advent program and events.
- **Stations of the Cross and Vespers/Lent Programs:** responsible for scheduling Stations of the Cross during Lent, including working with Ministry team to ensure proper scheduling in parish software (eSpace), musicians, presider, presiders' book, etc.
- **Our Lady of Guadalupe (OLG):** collaborates with Spanish Evangelization team to ensure successful planning and execution of all aspects of OLG novena, Mass, and related activities.
- **Visiting Priests:** oversees Liturgy Coordinator's efforts to arrange visiting priests for confessions and Masses as needed (i.e. priests vacation times, special events).
- Responsible for ensuring the successful coordination of Divine Mercy Sunday (and collaborates with the ACTS Community) 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 Diocesan liturgies such as priest and deacon ordinations and other special feasts.
- Leads the liturgy team, to collaborate with Faith Formation staff to schedule, plan and coordinate 8th grade and High School Confirmation Masses as well as first Holy Communion Masses and first Reconciliation.
- 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 and serves as a member of the Strategic Leadership Team (SLT).
- Coordinates new and ongoing formation of English liturgical ministers: Greeters, Altar Servers, Ushers, Lectors, Sacristans and Facilitators. Oversees the Liturgy Coordinator to ensure continuity of 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 (and other related budgets as necessary), including submitting annual budget requests 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.
- Responsible for the on-going spiritual formation and development of direct reports and all liturgical volunteers (lectors, ushers, altar servers, EMs, sacristans, facilitators, greeters, safety ministers)

Position Requirements

Knowledge, Skills and Abilities:

- Servant-leadership mindset.
- Embraces the parishes' culture of prayer and discipleship and be willing to lead by example.
- Possesses customer service and diplomacy skills.
- Familiar with or will assimilate current Catholic and Dallas Diocese liturgy policies and procedures.
- Open and willing to continuing to learn and grow in knowledge and understanding of liturgy best practices.
- Understands the connection between music, liturgy, and discipleship.
- Self-starter. Thrives with minimal supervision.
- Collegial and can interact with a wide assortment of personality types.
- Good listener. Executes strategy.
- Excellent organization skills.
- Must be a Catholic in good standing.
- Advanced MS Office experience, including Outlook, Word, PowerPoint, Excel; Apple (iOS) platform experience beneficial.
- Responsible for other duties as assigned by Pastor and/or Senior Director of Operations.

Education and Experience:

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

Special Requirements: This position **requires** weekends, some evenings, and Holy Days (i.e., Christmas and Easter).

Application Deadline: March 1, 2022
(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
info@catholicrecruiter.com
www.catholicrecruiter.com