
The following list of major duties and responsibilities does not necessarily represent any one job. It is a compilation of the diversity of job duties fulfilled by many people who have a job title similar to that of *Pastoral Assistant for Liturgy*. It is not an expectation that any one person necessarily fulfills all of these duties. It is also recognized that there may be elements of this job which are not included in this checklist. Parishes are encouraged to create individual job descriptions, using this checklist as a normative guideline in this effort.

I. POSITION PURPOSE

Collaborates with the pastoral leader to provide quality liturgical celebrations and experiences for members of the parish.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Collaborates with the Pastoral Leader, staff, and consultative bodies in implementing the mission of the parish.
- B. Directs the parish worship programs. Develops and organizes plans which respond to the parish workshop and prayer needs and oversees the provision of quality sacramental and liturgical celebrations in collaboration with the presider. The Pastoral Assistant for Liturgy oversees the planning, development, implementation and evaluation of both the Eucharist and sacramental celebrations of the parish.
- C. Coordinates liturgical celebrations, special liturgies or paraliturgies scheduled throughout the year. The Pastoral Assistant for Liturgy collaborates with the Pastoral Assistant for Music in the development of a comprehensive liturgical plan.
- D. Coordinates the work of the liturgy teams and committees, as well as the work of the various liturgical ministers, including presiders, lectors, Eucharist ministers, servers, musicians, sacristans, artists, ushers, and others. Recruits, screens, trains, and supports these ministers, assuring the completion of background checks as appropriate.
- E. Assures that adequate materials for worship are available. Oversees the purchase and supply of sacred vessels, vestments, and other liturgical supplies.
- F. Serves as a local parish resource to the pastoral leader and other staff by providing assistance or consultation for their worship needs and responsibilities.
- G. Prepares and administers an annual liturgy budget as delegated by the pastoral leader.
- H. Maintains a current level of knowledge and skills required to function as a Pastoral Assistant for Liturgy by reading appropriate materials and attending workshops and conventions. The Pastoral Assistant for Liturgy also participates in appropriate local, regional and national professional liturgical organizations.