

Job Description Liturgy Assistant San Antonio Catholic Church, Anaheim Hills, California

Philosophy: The Liturgy Assistant should be a person of prayer, sensitive to the living liturgical worship life of our Catholic community. As the liturgy is the summit of the Church's activity and her font of her power, it is only in the appropriate coordination of her worship that all the baptized begin to realize the depth of their commitment as the people of God.

Objective: To better serve the faithful in Liturgy, the Liturgy Assistant is to lead the various ministries who take part in assisting the Liturgy before, during, and after Mass. The Liturgy Assistant must be pro-actively assisting the Liturgy, problem solving, and implementing team building solutions to foster growth amongst the various ministries, and the greater San Antonio community as a whole.

Parttime – 20 hours per week – No benefits

Starting Salary = \$17.00

Reports to:

Ryan Clouse, Director of Music & Liturgy
RClouse@SanAntonioChurch.Org

Fr. John Neneman, Pastor
Pastor@SanAntonioChurch.Org

Responsibilities as Liturgy Assistant:

Prerequisites:

The Liturgy Assistant is required to be in compliance with the present and future policies of the Diocese of Orange regarding Safe Environment training and practices, as well as fingerprinting and background checks.

The Liturgy Assistant should possess a strong catechetical and liturgical knowledge and foundation. They should have outstanding leadership skills, organizational skills, team management and business solutions skillsets. The Liturgy Assistant should be competent in modern technology, computers, iPads, various software UI, and be able to adapt to new technology.

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5800 E Santa Ana Canyon Road. Anaheim, CA 92807
Pastor@SanAntonioChurch.Org

The role of the Liturgy Assistant should not be hindered by personal appearance. The Liturgy Assistant should be aware of their movements, posture and clothing. They should reflect the prayerful nature of their ministry and avoid undue attention to themselves.

Your schedule will be determined by the Music/Liturgy Director as indicated by your availability. If an unforeseen event arises and you are unable to attend a scheduled Mass, you must alert the Music/Liturgy director a minimum of one week before the Mass.

The Liturgy Assistant will report directly to the Music/Liturgy Director.

Liturgy Duties:

1. Be Present at All Required Masses to Assist:
 - Arrive at least 30 minutes before the start of Mass to help set up various technological needs, to assist and coordinate with Sacristans, Hospitality, Lectors, Eucharistic Ministers, Altar Servers, Priests, and Deacons.
 - Ensure the following: That the church environment is properly set up and in order. All Sacred Vessels are properly prepared, and the gifts are in place in required location. Lectionary, Prayers, Announcements, etc. are in their proper places and opened to the correct place. All technology is working, and all tech volunteers have arrived and are prepared for Mass. Hospitality has enough team members, are prepared for Mass, and a family has been selected for the gifts.
 - During Mass, monitor aspects of the Mass, and proactively address any issues that may arise. Assist with any ministry team members that have questions or need help. Coordinate with Liturgy/Music Director for any additional duties that may arise during Mass. Keep notes of what is going well, and what needs improvement or addressing.
 - After Mass, address what went well and what needs improvement with any ministries or team members that are needed.
 - Assist at various extra liturgies as scheduled.
2. Attend the San Antonio monthly Liturgy Council meetings.
3. Strengthen the volunteer leadership within each ministry, so that less hours from the Liturgy Assistant are required at every Mass; but rather, the future success of the parish community may rest on our strong leadership teams that the Liturgy Assistant will build
4. Schedule and coordinate with Sacristan team members, scheduling through Planning Center, according to the Music/Liturgy Director's protocols.

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Bereavement Duties:

1. Assist with funeral bereavement planning:
 - Communicate and coordinate incoming funeral requests with office staff, and schedule accordingly.
 - Communicate and meet with families if necessary to walk them through the funeral Mass, answering questions as needed.
 - Schedule all funeral Masses in Planning Center, in accordance with the scheduling and facilities management protocol.
 - Coordinate, schedule, and organize all bereavement ministry team members for each Mass.
 - Be present at any required funeral Mass to assist.

Administrative Requirements:

- Comply with administrative record keeping.
Turn in time sheets to the Music Director no later than 9pm Sunday evening before the Monday they are due.

- Violation of Diocesan and/or Parish policies may result in disciplinary action, up to and including termination.

- The performance of the Liturgy Assistant shall be evaluated by the Director of Music/Liturgy annually. The Liturgy Assistant will be evaluated based on the statement of personal goals contained in this description. This will serve as the basis for any annual raise.

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