Pastoral Assistant for Liturgy & Music

Interim Position Overview

Job Description:

Formal Responsibilities:

- Prepare weekly Prayers of the Faithful and Mass Announcements.
    - Ensure copies are printed and in place for volunteer ministers and past weeks' copies are recycled.
- Create all worship aids for the congregation as needed.
    - This includes programs for funerals (most frequent need), weddings, and additional pew or vestibule resources (such as Mass parts or Participating in Mass booklets).
    - All designs are created on Canva, using music files from OneLicense.
- Coordinate liturgy and music for special services, such as weddings, funerals, and other special events as needed.
    - This includes meeting with the family to plan the event, scheduling with the parish calendar, contacting and organizing volunteers including musicians, preparing all materials for the needs of the Mass or service (like readings or prayers), creating the program (see above), setting up non-liturgical items on the day of and resetting the church afterward.
    - For funerals, this also includes filling out the death register afterward.
- Adhere to all applicable licensing requirements/copyrights.
    - All reprinted music must be reported to OneLicense. This includes any pew resources that are used weekly for Mass settings (like the Gloria or Sanctus).
- Oversee the formation and scheduling of various liturgical ministers (e.g. lectors, Eucharistic ministers, altar servers, etc.).
    - Coordinate the training for new volunteers with our various Ministry Leads.
    - The master schedule will be created already, but weekly emails to fill open positions or sub requests are required.
    - Any updates or changes for our ministers must be communicated to them the week before with a clear explanation of the change or update.
    - All Liturgical Ministry scheduling and announcements are done through Ministry Scheduler Pro.
- Attend staff meetings.
- Additional administrative tasks (i.e. answering email, phones, doors as needed)

8-10 hours regularly, plus 8-16 hours preparing for special events/seasonal needs.

Averages to 20 hours/week. Pay is between $23-$28/hr. depending on experience.