

St. Maximilian Kolbe Parish
5720 Hamilton-Mason Road
Liberty Township, OH 45011
513-777-4322

Position Title: **WORSHIP ASSISTANT**
Reports to: Director of Worship and Sacraments
Status: Part-time, Non-exempt

JOB SUMMARY: As a lay ecclesial minister and assistant to the Director of Worship and Sacraments, the individual in this role helps with the day-to-day operations of the department, provides direct support to the liturgical ministry coordinators and shares various responsibilities with the Director in the planning and celebrating of the liturgical seasons.

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES:

- Collaborates with the Director of Worship and Sacraments and staff, working to implement the pastor's vision in building up the culture of prayer and sacramental life of the parish
- Serves as primary contact for all liturgical ministry coordinators, offering support for them and their volunteers
- Manages the scheduling of all liturgical ministers
- Oversees the Art and Environment needs of the liturgical seasons
- Assists the Director of Worship and Sacraments, the Director of Music Ministry and pastor in planning and implementing the devotional practices and celebration of major solemnities
- Orders and maintains the regular liturgical supplies needed (wine, hosts, incense, etc.)

SKILLS, KNOWLEDGE, ABILITIES, EXPECTATIONS:

1. Pastoral Skills

- Ability to demonstrate pastoral sensitivity with parishioners, visitors, and parish staff
- Possess a high degree of professional maturity
- Proven ability to honor and maintain confidentiality in all matters

2. Liturgical/Sacramental Skills – must demonstrate an understanding of the:

- Flow of the liturgical calendar
- Devotional prayer of the Church
- Knowledge of the Catholic Mass
- Requirements of the Roman Missal
- Must possess an openness to learning more about the liturgy and Catholic devotions

3. Clerical and Functional Skills

- Highly dependable
- Excellent verbal and written communication skills
- Excellent organizational skills, including prioritization, multitasking, and meeting deadlines
- Knowledge and skill in using computers and database software, including Microsoft Office Suite and Google Suite platforms
- Proficient with use of general office equipment and capacity to learn phone system
- Knowledge of how the parish operates
- Knowledge of parish and archdiocesan policies relative to position and responsibilities

EDUCATION, TRAINING AND/OR EXPERIENCE:

- Active, practicing member of a Roman Catholic parish is required
- High school graduate or equivalent; bachelor's degree preferred

WORKING ENVIRONMENT:

- 25 hours/week. In addition to regular office hours, some variable and flexible hours, some evenings, weekends and holidays will be required
- Working hours require a commitment to the days leading up to and including Christmas and Easter
- Physical requirements of the position include the ability to work in a seated position as well as the ability to stand for extended periods of time, walk, push carts, climb ladders not to exceed 7 feet, and to lift objects up to 25 pounds
- Must have the ability to lift, carry and/or move parcels, packages and other items, to walk reasonable distances unaided, and drive a vehicle to pick up and deliver materials

ACKNOWLEDGEMENT:

Employees of St. Maximilian Kolbe Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Maximilian Kolbe Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.