

# **PERSONNEL POLICY GUIDELINES FOR PARISHES**

## **JOB DESCRIPTION – INTERIM WORSHIP ASSISTANT**

### **I. IDENTIFYING INFORMATION**

**Position Title:** Interim Worship Assistant  
**Status:** Part-time, Less than 20 hours/week  
**Reports to:** Managing Director, Worship

### **II. PRIMARY FUNCTIONS OF THIS POSITION**

- **Preside at Funeral Home/Gravesite**
  - Prepare for funeral vigil or service ahead of time
  - Arrive 30 minutes prior to start of visitation to celebrate vigil with those present
  - Be flexible
- **Funerals**
  - Meet with families
    - Set up a time to meet with family and plan funeral
    - Write petitions
    - Get paperwork to all those who need it
    - Communicate with family to make sure everything is ready for the funeral
    - Arrive at church 45 minutes prior to funeral to get everything set up and ready
    - Meet with lectors, EMs (when needed) and gift bearers before funeral
    - Be present for the funeral
    - Clean up church and wrap up paperwork and loose ends after the funeral
- **Liturgical Ministers**
  - Train volunteers to be trainers
    - Find and train volunteers who can execute new minister training
  - Plan annual Liturgical Minister convocation
- **Worship Committee**
  - Learn functions and goals of new Worship Committee
  - Prepare meeting agenda with Worship Director
  - Lead Worship Committee meetings
  - Help raise up new members for the committee
- **Communion to the sick and homebound**
  - Work with deacon to become familiar with this ministry
- **Work with volunteers on special liturgical events**

### **III. POSITION SPECIFICATIONS/REQUIREMENTS**

#### **A. SKILLS, KNOWLEDGE, AND/OR ABILITIES (SKAs)**

- Strong interpersonal and communication skills

- Strong organizational and computer skills
- Will require presence during off hours on occasion
- Familiarity with liturgical church calendar
- Proficiency in communicating with families
- Position requires regular interaction with elderly individuals; candidates should be comfortable providing respectful, compassionate, and patient service. Must demonstrate patience, empathy, and professionalism when working with senior members of our community.

**B. EDUCATION, TRAINING AND/OR EXPERIENCE**

- Experience in parish funeral service planning is a plus
- A member of the Catholic Church in good standing

**V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

Not applicable

**VI. WORKING ENVIRONMENT**

Employees of The Our Lady of Light Parish of Families will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of The Our Lady of Light Family of Parishes. 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. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**VII. ACKNOWLEDGEMENT**

**I have read, understand, and agree to perform all job duties and requirements outlined in this job description.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**